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SECRETARY OF THE AIR FORCE**



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Personnel

**MILITARY PERSONNEL APPROPRIATION
MANDAY PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 36-26, Total Force Development, AFPD 36-29, Military Standards, AFPD 36-30, Military Entitlements and AFPD 36-81, Total Force Human Resource Management Domain Governance. It further provides guidance for approving and accounting of manday resources according to Title 10 U.S.C. activation authorities 12301, 12302, and 12304, the Joint Federal Travel Regulation Vol 1, Department of Defense Directive (DoDD) 1241.01, Reserve Component Medical Care and Incapacitation Pay for Line of Duty Conditions, DoDD 1235.10, Activation, Mobilization, and Demobilization of the Ready Reserve, DoDD 1200.17, Managing the Reserve Components as an Operational Force, Department of Defense Instruction (DoDI) 1241.2, Reserve Component Incapacitation System Management, DoDI 1235.12, Accessing the Reserve Components (RC), DoDI 1215.06, Uniform Reserve, Training, and Retirement Categories, and DoDI 1215.13, Reserve Component (RC) Member Participation Policy. It establishes procedures and responsibilities of Air Force commands/staffs/agencies and their use of the Military Personnel

Appropriation (MPA) manday resources. Further, it has precedence over any AF MPA manday guidance issued. It applies to all Air Force Components and Organizations: MAJCOMs, Field Operating Agencies (FOAs), and Direct Reporting Units (DRUs), AF Reserve, and Air National Guard (ANG) that maintain an MPA manday account. It explains the business rules of MPA mandays from initial authorization to actual use including other detailed procedures. The MPA manday program is compliance oriented, governed by law, and supports operational and strategic needs of the Air Force Regular Component. The MPA manday program provides resources to augment the Air Force regular component. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops personnel policy for MPA mandays. This Air Force publication may be supplemented at any level; MAJCOM-level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval. Refer recommended changes and questions regarding this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, Publications and Forms Management, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974, System of Records Notices (SORN) F033 AF B, Privacy Act Request File, and F036 AFPC Q, Personnel Data Systems (PDS), apply. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This publication may be supplemented at any level.

(ACC) AFI 36-2619 is supplemented as follows. This supplement provides further clarification and guidance regarding Military Personnel Appropriations Man-day usage by Air Combat Command members. This supplement applies to the Air Force Reserve Command (AFRC) and Air National Guard (ANG). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Distribution Schedule (RDS). Contact supporting records managers for approval as required. Refer recommended changes and questions about this supplement to HQ ACC/A1R, ACCDPC@us.af.mil, 114 Douglas Street, Suite 310, Joint Base Langley-Eustis VA 23665-2773 using Air Force Form 847, *Recommendation for Change of Publication*. Requests for waivers must be submitted through the chain of command to the appropriate Tier waiver approval authority. Requests for waivers of non-tiered items must be processed through command channels to the publication OPR for consideration.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This revision restores information previously deleted during the conversion from Air Force Regulations to AFIs.

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Chapter 1

OVERVIEW

1.1. Overview: This instruction provides guidance to the MPA manday program as it applies under Title 10 U.S.C. §12301(d) and (h) and all Title 10 mobilization authorities for Active Duty for Operational Support for the Regular (Active) Component (ADOS-AC). The Active Duty Military Personnel Account (3500 Appropriation) funds the MPA manday program. The MPA manday program provides operational access across all Air Reserve Component (ARC) mission sets. The overarching purpose for MPA manday program is to provide the Air Force with skilled manpower to support Air Force missions when regular component resources are not available or sufficient. Commands, Staffs, and Agencies will utilize the MPA manday program to access capabilities within the ARC to support operational missions. For mobilization under Title 10, also refer to processes outlined in AFI 10-401, *Air Force Operations Planning and Execution*, and AFI 10-402, *Mobilization Planning*.

1.1.1. There are several types of MPA manday authorities. Guidance in this AFI applies to all types unless specifically identified. An MPA manday tour will specify a continuous period of activation under the authorities specified in paragraph 1.1.

1.1.2. Before volunteering for activation under an MPA manday tour, ARC airmen must have concurrence of their state and wing leadership if an ANG asset, Supporting Commander if a Unit Reservist, or the owning active duty commander/director and Program Manager if an Individual Mobilization Augmentee (IMA). All ARC members, regardless of activation authority, are subject to the Uniform Code of Military Justice (UCMJ) while performing MPA manday tours. Before performing on an MPA manday tour, supporting units will verify the member meets AF readiness requirements as well as uniform, dress and appearance standards. ARC members should not perform MPA manday tours for the same chain of command that evaluates them as a civilian or contractor employee. **(T-1)**.

1.1.3. The institutionalized, requirements-based management plan utilizes the Program Objective Memorandum (POM) process, where the Commands, Staffs, and Agencies work closely with the combatant commanders and Strategic Plans and Programs (A8) staffs to identify annual MPA manday requirements. Once submitted, these requirements are staffed, verified, and vetted through the Air Force Corporate Structure (AFCS) based on established priorities published in the AF Annual Planning and Programming Guidance (APPG). Additional criteria such as mission impact, critical skills, active duty manning, and level of support are also weighted to finalize the prioritization. Refer to Chapter 2 for further details.

1.2. Roles and Responsibilities

1.2.1. Functional Area Roles and Responsibilities

1.2.1.1. The **Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR)** is responsible for establishing policy for the overall management of the MPA Manday Program.

1.2.1.2. The **Deputy Chief of Staff for Manpower and Personnel (AF/A1)** is responsible for the overall management and execution of the MPA Manday Program.

1.2.1.3. The **Director of Manpower, Organization, and Resources (AF/A1M)** serves as approval authority for the distribution and use of MPA mandays and annually allocates MPA mandays to using Commands, Staffs, and Agencies before the start of the new fiscal year (FY).

1.2.1.3.1. Addresses funding issues through the corporate structure and/or the Personnel Budget Resource Committee (PBRC).

1.2.1.3.2. Signs a Financial Responsibility Letter(s) for funds provided for the obligation of MPA Steady State Mandays and Supplemental Mandays.

1.2.1.4. **The Chief, Program Development Division (AF/A1MP)** manages the MPA manday account and administers the MPA Manday Program. Implements program in accordance with SAF/MR policies and guidance. AF/A1MP ensures compliance with Office of Secretary of Defense (OSD) and Office of Management and Budget (OMB) directives, the Air Force's Annual Planning and Programming Guidance (APPG) and referenced laws, directives and instructions (Attachment 1).

1.2.1.4.1. Ensures the Air Force MPA manday account is not over-executed.

1.2.1.4.1.1. Develops, maintains and oversees an MPA manday accounting/allocation/execution database.

1.2.1.4.1.2. Monitors and reports MPA manday allocation and execution data.

1.2.1.4.1.3. Conducts mid-year review of MPA manday requirements.

1.2.1.4.2. Provides MPA management guidance on medical continuation tours where necessary and within the purview of proper manday guidance and operations.

1.2.1.4.3. Authorizes transfers, withdrawals, category conversions and reallocations of MPA mandays between using Commands, Staffs and Agencies.

1.2.1.4.4. Responsible for collecting, adjudicating and advocating requirements to the corporate structure for funding consideration for all MPA mandays.

1.2.1.4.5. For supplemental requirements (e.g. Contingency), AF/A1MP coordinates with the War Planning and Policy Division (AF/A5XW) and the Directorate of Operations (AF/A3O) to develop timeline and collection tools used to identify supplemental requirements for funding consideration in accordance with the latest guidance provided by SAF/FM and Office of Management and Budget (OMB).

1.2.1.4.6. AF/A1MP leads, in conjunction with AF/A5XW, AF/A3O, and SAF/FM, the validation of supplemental requirements. A review panel is established and develops criteria to verify, validate and prioritize supplemental requirements.

1.2.1.5. The **Chief, War Planning and Policy Division (AF/A5XW)** establishes policy for and makes determinations on validity of CCDR requirements to be filled within the AEF construct.

1.2.2. **Commands, Staffs and Agencies:**

1.2.2.1. **Supported commander or vice commander (or civilian equivalent)** is responsible for the overall management and execution of the command's MPA manday Program.

1.2.2.2. The **Command A1/J1, or Staff or Agency equivalent** oversees their MPA manday program and annually provides AF/A1MP the name, grade, office symbol, and telephone number of the MPA manday manager and reports changes as they occur. **(T-1).**

1.2.2.2.1. The command MPA manday manager must be a Regular Component active duty military or DoD civilian. This member must be appointed in writing by the command A1/J1. **(T-1).**

1.2.2.2.2. The MPA manday manager should work closely with Regular Air Force Functional Area Managers (FAMs), Air National Guard and Reserve Advisors, and Unit Reserve Coordinators to gain an understanding of ARC personnel policies and participation requirements (training, medical, fitness, sanctuary, etc.) and how they impact the MPA mission. Further, they should ensure Air National Guard and Reserve Advisors understand MPA manday procedures and policies.

1.2.2.2.3. Formulates and executes their MPA Manday Program. **(T-1).**

1.2.2.2.4. Annually submits their MPA manday requirements as tasked by AF/A1MP by appropriate usage category (Steady State and Supplemental funded), and by mission set (e.g. airlift, intelligence, aircraft maintenance, etc.,) following the guidance in the applicable data calls. **(T-1).**

1.2.2.2.4.1. In coordination with appropriate FM office, ensure units submit estimated Operations and Maintenance (O&M) funds to support travel and per diem costs as part of the program and budget submissions to match the amount of MPA requirements submitted to AFCS for vetting through AF/A1MP. **(T-1).**

1.2.2.2.5. Commands, staffs and agencies are required to submit Steady State MPA manday requirements into the AFCS for vetting through AF/A1MP. Guidance will be provided in the Annual Programming and Planning documents. AF/A1MP, along with Command, Staff, and Agency representatives within the AFCS, will provide advocacy. **(T-1).**

1.2.2.2.6. Executes authorization approval for their MPA Manday Program and establishes such controls as necessary to ensure their program is in compliance with this instruction and referenced laws, directives and instructions (Attachment 1). **(T-1).**

1.2.2.2.7. Ensures their MPA Manday Program is not over-executed. **(T-1).**

1.2.2.2.8. Ensures days allocated for tasked requirements are only used for that specific mission requirement and individual performing the MPA manday duty. **(T-1).**

1.2.2.2.9. Approves and allocates MPA mandays for appropriately validated requirements. **(T-1).**

1.2.2.2.9.1. Monitors waivers, registrations, and certifications (e.g. Sanctuary waivers and 1,095 End Strength Reporting). **(T-1).**

1.2.2.2.9.2. Ensures compliance with the Joint Federal Travel Regulation (JFTR). **(T-1).**

1.2.2.2.10. Ensures MPA Manday requests are not allocated after the member has performed duty. **(T-1).**

1.2.3. MPA Command, Staffs and Agencies' Functional Account Manager (FAM)/Validating Authority Roles and Responsibilities:

1.2.3.1. Responsible for administering the MPA Manday Program between the Commands, Staffs and Agencies and associated subordinate RegAF and supporting ANG/AFR units. **(T-1).**

1.2.3.2. The MPA requirement FAM/validating authority must be a RegAF member or DoD civilian. **(T-3).**

1.2.3.2.1. The commander/director appoints their respective MPA requirement FAMs/validating authorities and provide their A1/J1 or equivalent office the FAM or validating authority's name, grade, office symbol, and telephone number and reports changes as they occur. **(T-3).**

1.2.3.3. The MPA requirement FAM/validating authority:

1.2.3.3.1. Ensures prioritized requirements are identified and submits annually to commands, staffs, or agencies' MPA manday program managers for review and consolidation. **(T-1).**

1.2.3.3.2. Ensures submitted requirements includes a statement regarding the non-availability of RegAF capabilities, mission impact if ARC support is not validated and a get well plan if MPA is expected to be used for the same requirement more than one year. **(T-1).**

1.2.3.3.3. Ensures documentation is maintained in the MPA manday allocation data system for tours that include a PCS greater than or equal to 180 days at one location. Documentation should justify why the requirements are critical to the success of the mission and how the PCS cost is advantageous to the government. Reference Section 3.4 of this AFI for additional guidance. **(T-1).**

1.2.3.3.4. Advises the RegAF hiring authority to coordinate with the appropriate MAJCOM Functional Manager (MFM) before selecting volunteers outside their primary Air Force Specialty Code (AFSC) prior to starting the tour. The ARC AFSC functional managers must coordinate on any request that involves members working outside of their career field. **(T-1).**

1.2.3.3.5. Ensures allocated MPA mandays are only used for the specified requirement/individual and curtailed when the requirement no longer exists. **(T-1).**

1.2.3.3.6. Ensures ARC members volunteering for an MPA manday tour who are approaching or who are in the active duty retirement sanctuary zone comply with the requirements of AFI 36-2131, *Administration of Sanctuary in the Air Reserve Components*. Limit tours to no more than the time frame specified in their member's signed Sanctuary Waiver. **(T-1).**

1.2.3.3.7. Ensures VOCO are issued only by exception and extreme circumstances in which the ability to execute or provide essential support to the operational mission is in jeopardy. VOCO authority may not be used to circumvent core administrative

processes. Functional managers must verify and document they notified the requestor whether or not sufficient days are available in their MPA manday account. Documentation may take place in the form of an electronically signed e-mail. The MPA database update must be accomplished within 3 duty days after issuance of the VOCO. VOCO under 10 USC §12301(d) is not authorized for members requiring a 1,095 end strength accounting or a per diem waiver. **(T-1).**

1.2.3.3.8. Reports requests to AF/A1MP through the Command Manday Management Office (MMO) for mandays submitted after the ARC member has performed the duty and the duty does not fall within VOCO guidance. **(T-1).**

1.2.3.3.9. **(Added-ACC)** Man-Day Obligation Deadline. In order to ensure accurate and timely execution of MPA man-days in the M4S system, FAMs must obligate man-day tours in M4S no later than 30 days prior to the start of the mission. Any M4S requests submitted inside of the 30-day window will be reviewed on a case by case basis.

1.2.3.3.10. **(Added-ACC)** ACC MPA FAMs and units coordinate with appropriate ARC functional that the ARC has the capability, personnel, and resources to support any POM and emergent MPA man-day requirements prior to submitting a request.

1.2.3.4. The Air National Guard Readiness Center (ANGRC) and the AFR FGC serve as the Sourcing Validating Authority for MPA taskings. **(T-1).**

1.2.3.5. The MPA Requirement FAM/Validating Authority may require the RegAF hiring authority, the ARC members and their commanders to utilize the Air Force Form 49 for accounting purposes. **(T-1).**

1.2.3.6. Air Force Reserve Command Force Generation Cell (AFRC/FGC)/ANG Readiness Center:

1.2.3.6.1. The single focal points for the active component to request ARC manpower assistance. **(T-1).**

1.2.3.6.2. Responsible for assigning the RegAF tasking to the appropriate Wing/Group/Unit and/or local IMA RIO (formerly RMG) Detachment who provide volunteers/non-volunteers to meet the assigned manday requirement. **(T-1).**

1.2.3.6.3. Ensures ARC required oversight and reporting requirements are met through coordination with system and program OPRs. **(T-1).**

1.2.4. Supporting ARC Units and Units/Organizations to which ARC members are Assigned:

1.2.4.1. Ensures airmen meet basic AF readiness requirements (e.g. training, fitness, immunizations, dental, medical, security clearance). **(T-1).**

1.2.4.2. Ensures airmen are counseled on active duty retirement sanctuary after 16 ½ years or more of Total Active Federal Military Service (TAFMS). **(T-0).**

1.2.4.3. Ensures days allocated for tasked requirement are only used for that specific requirement/individual. **(T-0).**

1.2.4.4. Ensures tours are curtailed within both allocation and orders data systems and in accordance with the SAF/MR policy. **(T-1)**.

1.2.4.5. Ensures orders are not published without MPA allocation authorization and maintain a copy of the allocation message with each order. In the case of a VOCO request, Regular AF hiring authority authorizes MPA manday tours in accordance with paragraph 1.2.3.3.7. Units to which ARC members are assigned will ensure the member has documentation from the hiring authority stating VOCO is authorized. Documentation may take place in the form of an electronically signed email. **(T-1)**.

1.2.4.6. Ensures orders do not authorize more days than the number authorized in the MPA manday allocation. All MPA orders must match the specification and reporting instructions provided in the MPA Authorization. **(T-0)**.

1.2.4.7. Ensures a copy of the order is provided to the MPA FAM/validating authority who validated the requirement, if requested. **(T-1)**.

1.2.4.8. Ensures 1,095 end strength reporting (members exceeding 1,095 cumulative active duty days in a 4-year period) and per diem registration and approval is completed NLT 60 days prior to tour start date. In the case of emergent requirements with less than 60 days' notice, to avoid mission failure submit waiver requests as soon as possible, but before the activation begins. **(T-1)**.

1.2.4.9. Ensures no airman performs duty without orders unless there is a documented request per paragraph 1.2.4.5. **(T-1)**.

1.2.4.10. **(Added-ACC)** Any ACC unit requiring M4S access must appoint an M4S Administrator by providing a completed appointment letter to the ACC MPA office in ACC/A1RR via email (ACCMPAManagers@us.af.mil). It is incumbent upon the member and the unit to ensure that their contact and profile information in M4S is kept current.

1.2.5. ARC Members

1.2.5.1. Maintain AF readiness requirements. **(T-1)**.

1.2.5.2. No duty may be performed without orders unless there is a documented request per paragraph 1.2.4.5. **(T-1)**.

1.2.6. **(Added-ACC)** Vice Wing Commanders (WG/CVs) as Wing-Level MPA Managers

1.2.6.1. **(Added-ACC)** In accordance with ACC/CV direction, each WG/CV serves as the "Wing-Level MPA Man-Day Manager" for their installation (See Attachment 3: ACC Wing-Level MPA Man-Day Managers Memorandum).

1.2.6.1.1. **(Added-ACC)** WG/CVs will be responsible for providing program oversight in accordance with all established requirements and regulatory guidelines.

1.2.6.1.2. **(Added-ACC)** WG/CVs will be responsible for the communication between the Active Component and Air Reserve Component Wings, ACC MPA FAMs, and ACC/A1. They will identify home station MPA requirements for POM data calls and mid-year reviews, manage all emerging requirements from their Wings, prioritize Wing MPA requirements and allocations, and ensure the Wing MPA program is executed according to all of the laws and policies that govern it.

1.2.6.1.3. **(Added-ACC)** WG/CVs will also monitor the wing-level spend plan for visibility of the MPA man-days that are allocated at their wing by functional community for home station support. If at any time a higher priority requirement emerges, WG/CVs will communicate with the appropriate FAM for validation and adjustment to the wing spend plan as appropriate.

1.2.6.2. **(Added-ACC)** ACC/A1RR will create the wing spend plan template and distribute it to the ACC MPA FAMs along with instructions for how to fill it out and update it.

1.2.6.2.1. **(Added-ACC)** ACC/A1RR is responsible for monitoring the wing spend plan monthly to ensure ACC MPA FAMs are managing the product in accordance with established guidance.

1.2.6.2.2. **(Added-ACC)** ACC MAJCOM MPA FAMs are responsible for filling out and updating the wing spend plan in accordance with ACC/A1RR guidance. FAMs will update the wing spend plan using requirements that are WG/CV approved and MAJCOM validated (includes POM submissions and emergent requirements).

1.2.6.2.3. **(Added-ACC)** FAMs will update the wing spend plan accordingly when WG/CVs identify a higher priority emergent requirement that is MAJCOM validated. ACC/A1RR will provide assistance or adjudicate as needed.

1.3. MPA Manday Management Guidance

1.3.1. ARC members are subject to Uniform Code of Military Justice (UCMJ) while on MPA manday tours. If disciplinary action is necessary the Active duty supervisors and commanders should consult with a judge advocate. For Air National Guard members coordinate actions with the 201st Mission Support Squadron (MSS); the 201 MSS retains ADCON over ANG members on MPA tours. For IMA members, coordinate actions with the detachment Program Manager. For information on tour curtailment for cause see paragraph 3.2. Tour Curtailment Notifications. **(T-1)**

1.3.2. Travel and Per Diem is not included in the MPA manday fund citation. Supported units are responsible for providing the fund citation such as their O&M or Transportation Working Capital Funds (TWCF) to cover travel and per diem costs unless the command FMs have entered one or more memorandums of agreements (MOAs) with the ARC. **(T-1)**.

1.3.3. Commands, staffs and agencies should make every reasonable effort to find volunteers that are command-gained as this maximizes the operational readiness of the ARC asset. **(T-1)**

1.3.4. ARC members may not be in dual status (civilian/military) on the same day for the same period of performance. Military Technicians / Civil Service employees must be in military status when performing an MPA manday tour.

1.3.5. Annual leave programs give members the opportunity to take leave within the constraints of operational requirements. All MPA manday tours include accrued leave and authorized travel time. Members on MPA manday tours for 30 days or longer earn military leave days (2.5 days per month). Barring unforeseen circumstances, members must be afforded the opportunity to take unused leave, prior to the end of their tour. Additional tours or extensions may not be created for the sole purpose of taking leave. **(T-1)**.

1.3.5.1. ARC members unable to take leave prior to the end of an MPA tour may choose to be paid for unused leave or may carry the unused leave balance into the next concurrent period of MPA active service. Members wishing to take leave carried over from a previous tour must coordinate and gain approval from gaining unit commander prior to starting the tour so all projected leave can be accounted in the tour length. Leave will be taken within the parameters of the order in which it was requested, as orders will not be extended for the sole purpose of taking leave or leave carryover. For additional information, refer to Chapter 3. **(T-1)**.

1.3.5.2. Supplemental MPA manday tours may include Service/CCDR-directed training and/or Joint Expeditionary Team training, as required for deployment and identified by specific line item remarks.

1.3.6. MPA mandays are based on calendar days and not by hours. Reserve Component (RC) members cannot be paid for one day of active duty by performing four hours of duty on two consecutive days.

1.3.7. Members may attend Unit Training Assembly (UTA)/Inactive Duty Training (IDT) while on an MPA tour only at the approval of the RegAF supervisor and if attendance is required to maintain mission certification as applicable to their AFSC. Members may not collect compensation for UTA/IDT while on an MPA tour. ARC commanders should stay cognizant if a member's MPA manday tour may drive a change in a resources reporting requirement. **(T-1)**.

1.3.8. Once an RC member begins an MPA tour, they are obligated to fulfill the entire tour length unless: a) they are found to be unable or unfit to perform the RegAF mission for which they were selected; b) the ARC commander (supporting commander) requests early termination based on ARC mission requirements; or, c) the RegAF commander (supported commander) approves early release based on ARC member's request. For RegAF missions completed earlier than expected, refer to Chapter 3 for tour curtailment policy. **(T-1)**.

1.3.9. MPA mandays are not transferred from one fiscal year to the next; however, tours may be approved to cross fiscal years provided the Continuing Resolution Authority (CRA) statement is included in the allocation. Adjustments to tours based on CRA approval may be required as part of effective MPA manday program management. **(T-0)**.

1.3.10. The MMOs at the Commands, Staffs, and Agencies will coordinate on any MOAs or Memorandums of Understanding (MOUs) that involves MPA manday usage. **(T-1)**.

1.3.11. Off duty employment that is concurrent with an MPA manday tour requires coordination and approval from the active duty supervisor. ARC members must accomplish an AF Form 3902, *Application and Approval for Off-Duty Employment*, and receive approval prior to proceeding. **(T-1)**.

1.3.12. When allocating MPA mandays, consider command manning levels in required AFSCs. Command A1's can obtain manning statistics from the AFPC Secure Site (Retrieval Application Website (RAW)).

1.3.13. Before telecommuting is authorized, respective Commands, Staffs, and Agencies must have established procedures/guidelines for all personnel assigned to their organizations.

This policy must be in compliance with DoD Instruction 1035.0, *Telework Policy*. For additional guidance, refer to paragraph 6.4. (T-0).

1.3.14. MMOs may not sub-allocate below the command level (e.g.: to Numbered Air Force or Wing level).

1.4. MPA Manday Tour Eligibility; ARC Members:

1.4.1. Approaching sanctuary will be treated in accordance with AFI 36-2131, *Administration of Sanctuary in the Air Reserve Components*. If an ARC member has between 16 ½ and 20 years Total Active Federal Military Service (TAFMS), the supporting ARC Unit/IMA detachment is responsible for identifying affected members, completing a sanctuary waiver, and notifying the supported Command, Staff, or Agency of applicable tour limitations. (T-1).

1.4.2. Must not have a mandatory discharge, retirement, or enlistment that will expire prior to the end of the MPA Tour. (T-1).

1.4.3. Must meet requirements in AFI 36-2903, *Dress And Personal Appearance Of Air Force Personnel*, AFI 36-2905, *Fitness Program*, AFI 48-123, *Medical Examinations And Standards*, and AFI 36-2201, *Air Force Training Program*. (T-1).

1.4.4. Must possess the appropriate security clearance required in the proposed duty assignment. Interim clearances will be accepted only with concurrence of the commander of the AC unit for which the ARC member will work. (T-1).

1.4.5. For female ARC members determined to be pregnant while serving on active duty orders refer to paragraph 6.2 for guidance. (T-1).

1.4.6. Must gain release from supporting commander before performing a manday tour. If performing duty for another Command, Staff, or Agency, the member remains obligated to fulfill necessary training requirements as directed by the assigned unit or parent organization. ARC Commanders must adhere to paragraph 1.3.7 and not order members to attend UTAs or IDTs while on MPA tour. (T-1)

1.4.7. Must possess the necessary AFSC and skill level required to perform the active duty mission. (T-1).

1.4.8. Retired reserve or active duty members are normally *not eligible* to perform MPA manday tours (Exception: receive SAF approval to participate in the retired active duty to AFR Program). (T-1).

1.4.9. While serving on an MPA manday tour, Guard members are not authorized to conduct work or training in a Title 32 status. (T-1).

1.4.10. (**Added-ACC**) Military Technicians (dual status) of both air reserve components cannot perform long man-day tours (180 days or more) at home station except under extreme circumstances. Exception requests must be submitted, along with a detailed MPA Request Form (Attachment 1), to the appropriate MAJCOM FAM. Approval from the MAJCOM FAM and ACC/A1RR is required prior to the start of the tour.

1.5. MPA Mandays are not approved for the following:

1.5.1. To replace RegAF personnel on terminal or ordinary leave, routine TDY, or in school.

- 1.5.2. To backfill Active Guard/Reserve (AGR) or statutory tour status personnel.
- 1.5.3. To accomplish ARC missions, support, or special projects.
- 1.5.4. To substitute for establishing a valid RegAF authorization.
- 1.5.5. For the sole purpose of performing additional or routine administrative duties or volunteer activities (e.g. CFC Project Officer, air shows, etc.).
- 1.5.6. To backfill civilian employee positions.
- 1.5.7. To fill a position/function where RC volunteer is the same person who normally performs this duty as a full time Federal Civil Service employee or government contractor.
- 1.5.8. To meet mission requirements of another Command, Staff, or Agency (e.g. ACC MPA mandays cannot be used to support an AETC mission requirement). Exception: centrally managed activities such as Legal and Intel.
- 1.5.9. To attend upgrade training (e.g. AFSC training (officer or enlisted), formal school, PME seminars, technical training, contractor course (e.g. Franklin Quest), or courses offered at universities and high schools).
- 1.5.10. Exclusively to attend conferences, workshops and seminars, except RC personnel filling General Officer positions. IMAs will be considered for possible attendance to conferences when it can be clearly substantiated that it will be in the best interest of the AF and beneficial to the organization to allow an IMA to attend, in lieu of the RegAF personnel. Request must be approved by command MMOs.
- 1.5.11. To participate in guard and reserve internal exercises unless the member on MPA orders is augmenting an RegAF unit or serving as an evaluator.

Chapter 2

DETERMINING MPA MANDAY REQUIREMENTS

2.1. Planning and Programming for Steady State Mandays

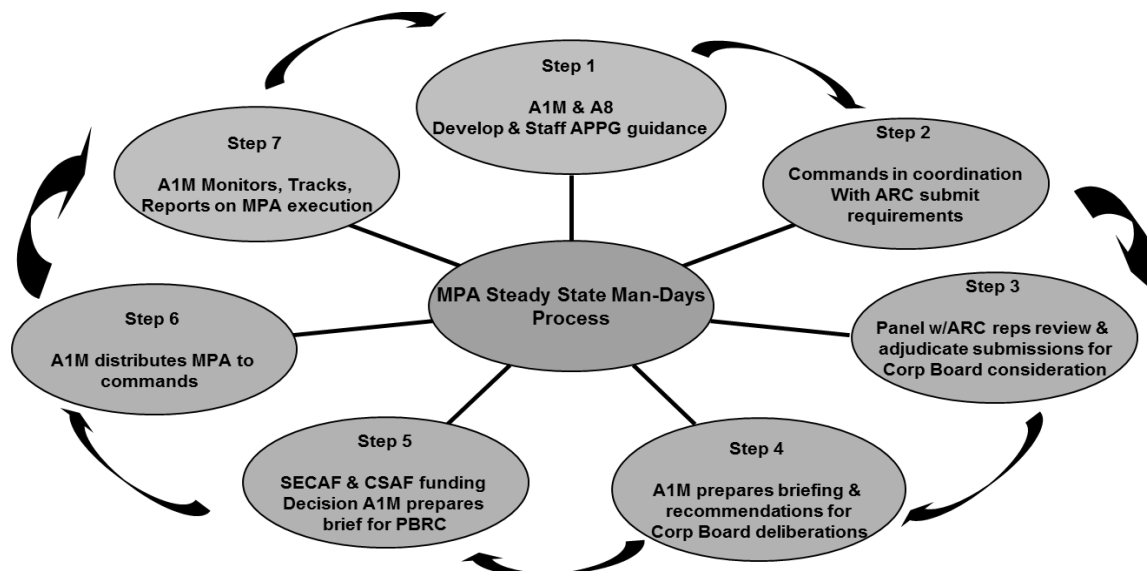
2.1.1. Process:

2.1.1.1. The AF developed and implemented a requirements-based process to identify and validate all manday requirements. This process is embedded into the AF planning and programming process. MPA manday requirements are vetted through AF senior leadership for approval and linked to resource allocation decisions. This process ensures validated and approved requirements are appropriately funded to include validation and tracking of reimbursable requirements, as funds must be collected. MPA mandays (steady state, reimbursements from other DoD and non-DoD agencies, and supplemental funded) are critical to resourcing Total Force Initiatives and extended military operations. Reference Figure 2.1

2.1.1.2. Commands, staffs, and agencies submit requirements to the AFCS based on established priorities published in the AF Annual Planning and Programming Guidance (APPG).

2.1.1.3. Once submissions from the commands are received, AF/A1M consolidates, verifies, and validates against AF priorities. Additional criteria such as mission impact, critical skills, RegAF manning, and level of support are also weighted to provide a force-wide prioritization. The Steady State ADOS Panel stratifies requirements based on mission shortfalls, critical skills, APPG priorities, command priorities, and AF core functions. Recommendations are prepared and presented to the AF planning and programming process for funding.

Figure 2.1. – MPA Steady State Requirement Identification during Programming Cycle



2.1.2. Roles and Responsibilities:

2.1.2.1. AF/A1M

2.1.2.1.1. Provides program oversight.

2.1.2.1.2. Develops future programming submission requirements.

2.1.2.1.3. Staffs MPA steady state priorities in the APPG. Reference (Attachment 2)

2.1.2.1.4. Develops specific guidance on how requirements, to include reimbursables, will be submitted in the POM Preparation Instructions.

2.1.2.1.5. Provides a submission tool which includes analysis that allows commands, staffs and agencies to establish their own weighted factors and scores to determine where or what requirements fit into their unique mission requirements.

2.1.2.1.6. Develops Medical and Legal Continuation MPA requirements.

2.1.2.2. Commands, Staffs and Agencies

2.1.2.2.1. Identify ADOS steady state MPA requirements to include reimbursables. **(T-1).**

2.1.2.2.1.1. Coordinate with the ARC to identify Total Force Integration (TFI) requirements based on workload shifted between RegAF and ARC. **(T-1).**

2.1.2.2.1.2. In coordination with the Reserve Components develop Combatant Commander (CCDR) and AF emergent requirements before presentation to the AFCS. **(T-1).**

2.1.2.2.1.3. Air Force Personnel Center's (AFPC) AEF Cell will notify the appropriate AF Provider (AMC, ACC, AFSOC) and AF/A1MP of all CCDR AEF requirements obtained during the AFPC AEF Sourcing Planning Conference. **(T-1).**

2.1.2.2.2. Identify, track and capture operations and maintenance (O&M) costs (travel and per diem) associated with requirements and coordinate with command FM's. **(T-1).**

2.1.2.3. Steady State ADOS Panel:

2.1.2.3.1. Chaired by AF/A1M. Other members include AF/A3O, AF/A5X, SAF/FMB, SAF/MRM, AF/RE, and NGB.

2.1.2.3.2. Adjudicates command, staff, and agency submissions.

2.1.2.3.3. Reviews requirement justifications to ensure the intent of ADOS MPA manday program is met and duplicates are eliminated.

2.1.2.3.3.1. Reviews additional requirement criteria such as mission impact, critical skills, RegAF manning available, force mix and level of support (Headquarters Air Force (HAF), Commands, Staffs and Agencies, Operational Wing, etc) to ensure consistency in submissions.

2.1.2.3.3.2. Ensures TFI requirements are complete and match vetted TFI Association agreements and predictable rotation requirements.

- 2.1.2.3.4. Applies weighted factors and prioritize the requirements by APPG.
- 2.1.2.3.5. Develops briefing to the Corporate Board based on verified data.
- 2.1.2.3.6. Coordinates requirement request with AF Core Functional Leader Integrators (CFLI).
- 2.1.2.3.7. Prepares presentation to the AFCS via a formal briefing for deliberation.
- 2.1.2.3.8. Prepares options for AFCS during POM deliberation process.
- 2.1.2.3.9. Documents Secretary of the Air Force (SECAF) and Chief of Staff of the Air Force (CSAF) funding decision at the end of POM deliberations.
- 2.1.2.3.10. Coordinates and validates reimbursement documents to include OSD Policy if it involves a non-DoD agency as Secretary of Defense (SecDef) has the authority to waiver or require reimbursement, as well as maintains all SecDef approved DoD agreements for reimbursement from non-DoD agencies.

2.1.3. **(Added-ACC)** POM Revalidation

- 2.1.3.1. **(Added-ACC)** In the months leading up to the start of a new fiscal year (FY), ACC/A1RR will initiate a POM revalidation process, where they will work with the FAMs to ensure that all of the requirements for the upcoming year have been accurately captured.
- 2.1.3.2. **(Added-ACC)** During the POM revalidation tasker, ACC MPA FAMs are responsible for validating the requirements they submitted two years earlier in the initial POM. If any requirements are no longer needed, they must be deleted. Any new requirements must be added in the required format, in accordance with the guidance provided by ACC/A1RR.

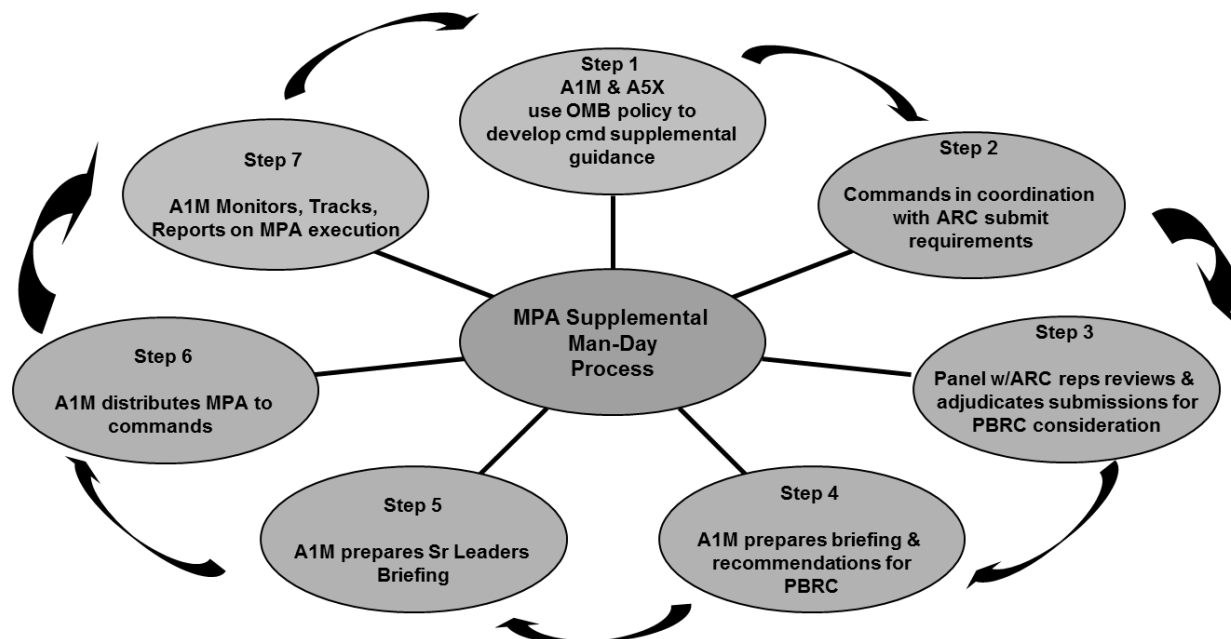
2.2. Budget Year for Steady State and Supplemental (Contingency) Mandays

2.2.1. Process:

- 2.2.1.1. Annually, the AF uses the criteria outlined by the latest Office of Management and Budget (OMB) guidance to verify and validate the war effort supplemental funded requirements (Fig 2). Supplemental (Contingency) requirements cover both voluntary and involuntary war effort support. A data call is sent out to the commands, staffs, and agencies in March timeframe for the upcoming fiscal year.
- 2.2.1.2. Commands, staffs, and agencies submit supplemental requirements to the AFCS based on OMB guidance. **(T-1)**.
- 2.2.1.3. Once submissions from the commands are received, AF/A1M, with assistance from AF/A5X and AF/A3O consolidates, verifies, and validates submissions against OMB guidance. Additional criteria such as deployed requirements, direct support and backfill for RegAF members are used to stratify submissions. AF/A1M prepares recommendations to present to the AF Personnel and Budget Review Committee (PBRC) for funding.
- 2.2.1.4. Steady state and supplemental MPA manday resources are distributed in accordance with AF level decisions. Future fiscal year manday resources are allocated to the commands in June providing the commands 90 days to develop preliminary execution

plans. Individuals selected to fill CCDR requirements via AEF may be issued an MPA manday allocation prior to manday resource allocation, to ensure the maximum TRICARE benefit can be utilized by the individual. Updated allocations would be distributed if the funding provided by Congress varied from the President's Budget (PB) request.

Figure 2.2. – Budget Year Supplemental (Contingency) Manday Process



2.2.2. Roles and Responsibilities:

2.2.2.1. AF/A1M

2.2.2.1.1. Provide MPA program oversight.

2.2.2.1.2. Develop specific guidance on how war effort requirements will be submitted.

2.2.2.1.3. Provide a submission tool for war effort requirements.

2.2.2.1.4. Gain PBRC approval to distribute Steady State and Supplemental MPA mandays.

2.2.2.1.5. Upon approval of the PB for that fiscal year, distributes MPA mandays in accordance with AF Corporate decisions.

2.2.2.1.6. Distribute MPA Steady State and Supplemental funded allocations to the commands, staffs and agencies for the upcoming fiscal year NLT 30 June. Reference (Figs 1 & 2, step 6).

2.2.2.2. AF/A5X with the assistance of AF/A3O:

2.2.2.2.1. Provide oversight on MPA mobilization requirements.

2.2.2.2.2. Assist AF/A1M in developing specific guidance on how supplemental requirements will be submitted.

2.2.2.2.3. Develop prioritization and additional criteria for evaluating and validating war effort requests.

2.2.2.2.4. Assist AF/A1M in preparing brief to detail distribution of War Effort MPA to AF Senior Leaders and the PBRC.

2.2.2.3. Commands, Staffs, and Agencies:

2.2.2.3.1. Identify ADOS war effort MPA requirements. **(T-1).**

2.2.2.3.2. Coordinate with the Force Providers and the ARC to identify TFI war effort requirements based on increased workload shifted from RegAF to ARC. **(T-1).**

2.2.2.3.3. Track and capture related O&M costs (e.g. travel and per diem) associated with requirements. **(T-1).**

2.2.2.4. Supplemental (Contingency) ADOS Panel:

2.2.2.4.1. Chaired by AF/A1M. Other members include AF/A3O, AF/A5X, SAF/FMB, SAF/MRM, AF/RE, and NGB.

2.2.2.4.2. Force providers may send a representative but attendance is not required.

2.2.2.4.3. Consolidates, verifies, and validates against supplemental funding guidance.

2.2.2.4.4. Consider additional criteria such as mission impact, critical skills, and RegAF manning for force-wide prioritization.

2.2.2.4.5. Prepares and provides PBRC priority funding recommendations during planning and programming process.

2.2.2.4.6. Prepares and briefs detailed distribution of Supplementally Funded MPA to AF Senior Leaders and the PBRC.

2.3. Execution Year

2.3.1. Process:

2.3.1.1. During execution year, MPA officer and enlisted mandays (both direct and reimbursable) are distributed, monitored, and tracked (via reporting requirements) at the AF level.

2.3.1.2. A mid-year review for both Steady State and Supplemental MPA mandays is conducted during March to assess and prioritize the remaining funding. Reimbursable MPA mandays are reviewed to ensure reconciliation with agreements and funds received. MPA manday realignments between command, staffs, and activities may take place at this time to ensure the most effective and efficient utilization of this resource.

2.3.2. Roles and Responsibilities:

2.3.2.1. AF/A1M

2.3.2.1.1. Adjusts allocation as required and distributes MPA mandays upon receipt of funding and PBRC approval.

2.3.2.1.2. Monitors, tracks, and reports the execution of the steady state and war-effort MPA manday accounts. (Reference Figures 2.1 & 2.2, step 7)

- 2.3.2.1.3. Updates monthly execution slides for command review by the 5th of each month.
 - 2.3.2.1.4. Updates monthly execution slides for the PBRC.
 - 2.3.2.1.5. Performs a mid-year review for steady state, reimbursable, and supplemental mandays.
 - 2.3.2.1.6. Provides a submission tool for MPA requirements.
 - 2.3.2.1.7. Consolidates, verifies, and validates submissions from the commands, agencies, and activities against AF priorities. Additional criteria such as mission impact, critical skills, RegAF manning, and level of support are also weighted to provide a force-wide prioritization.
 - 2.3.2.1.8. Gain PBRC approval for any re-distribution of MPA mandays.
 - 2.3.2.1.9. Update distributions to commands, staffs, and agencies.
 - 2.3.2.1.10. Manages the execution of the Medical and Legal Continuation account and the “B4 account” which is for emergent requirements to support the Total Force Enterprise (TFE) RegAF /ARC Mix.
 - 2.3.2.1.11. Provides a report to SAF/FMB by the 9th of each month identifying Steady State/Supplemental, Guard/Reserve, Officer/Enlisted MPA mandays. After mid-year review and no later than the last duty day of March, provides SAF/FMB a report of the projected excess/deficit MPA mandays for the remainder of the year.
- 2.3.2.2. AF/A5X with the assistance of AF/A3O**
- 2.3.2.2.1. Provides oversight on MPA mobilization requirements.
 - 2.3.2.2.2. Monitors MPA manday execution on mobilization requirements.
 - 2.3.2.2.3. Performs a mid-year review for supplemental (working with A1M).
 - 2.3.2.2.4. Along with AF/A1M develops specific guidance on how requirements will be submitted.
 - 2.3.2.2.5. Develops prioritization and additional criteria for evaluating and validating supplemental requests.
 - 2.3.2.2.6. Prepares and briefs detail distribution of supplementally funded MPA to AF Senior Leaders and the PBRC.
- 2.3.2.3. Commands, Staffs, and Agencies**
- 2.3.2.3.1. Monitor and track the execution of the steady state, reimbursable, and supplemental MPA manday account. **(T-1).**
 - 2.3.2.3.2. May realign resources from within one APPG priority to another APPG priority. **(T-1).**
 - 2.3.2.3.3. Ensure supplemental (contingency) mandays are used IAW OMB guidance. **(T-1).**
 - 2.3.2.3.4. Ensure requirement satisfies an RegAF requirement. **(T-1).**

2.3.2.3.5. Ensure travel and per diem is managed to support level of ADOS mandays by Commands, Staffs and Agencies. **(T-1)**.

2.3.2.3.6. During the mid-year review, identify ADOS steady state and supplemental MPA requirements for the remaining portion of the execution year (April through September). **(T-1)**.

2.3.2.3.7. For mid-year review, coordinate with the ARC to identify TFI supplemental requirements based on increased workload shifted from RegAF to ARC. **(T-1)**.

2.3.2.3.8. For mid-year review, identify O&M costs (travel and per diem) associated with additional requirements. **(T-1)**.

2.3.2.3.9. Ensure reimbursable agreements are enforced and reimbursable coded MPA mandays are being properly tracked and charged to the appropriate codes. Correct any erroneous charges to steady state or supplemental mandays. AF/A1M provides reimbursable mandays to Commands, Staffs and Agencies once SAF/FMB validates receipt of funds. **(T-1)**.

2.3.2.4. Steady State Mid-Year Review (MYR) ADOS Panel:

2.3.2.4.1. Chaired by AF/A1M. Other members include AF/A3O, AF/A5X, SAF/FMB, SAF/MRR, AF/RE, and NGB.

2.3.2.4.2. Adjudicates command, staff, and agency submissions.

2.3.2.4.3. Reviews requirement justifications to ensure the intent of ADOS MPA manday program is met and duplicates are eliminated.

2.3.2.4.4. Reviews additional requirement criteria such as mission impact, critical skills, AC manning available, force mix and level of support (HAF, Command/NAF Staffs, Operational Wing, etc) to ensure consistency in submissions.

2.3.2.4.5. Ensures TFI requirements are complete and match vetted association agreements and predictable rotation requirements.

2.3.2.4.6. Applies weighted factors and prioritize the requirements established by APPG.

2.3.2.4.7. Prepares and briefs detailed distribution of Steady State MPA mandays to AF Senior Leaders and the PBRC no later than March.

2.3.2.4.8. Document PBRC funding decision at the end of Mid-Year Review.

2.3.2.4.9. **(Added-ACC)** ACC Mid-Year Review Process

2.3.2.4.9.1. **(Added-ACC)** A mid-year review for both Steady State and Supplemental MPA man-days is conducted between late February and early March to assess and prioritize the remaining funding. MPA man-day realignments between command, staffs, and activities may take place at this time to ensure the most effective and efficient utilization of this resource.

2.3.2.4.9.2. **(Added-ACC)** Between the months of January – February, ACC/A1RR will provide a tasker to MPA FAMs requesting coordination on the

ACC Steady State Mid-Year Review.

2.3.2.4.9.3. **(Added-ACC)** Each ACC MPA FAM is responsible for ensuring they validate the requirements for the MPA man-days currently in their account, as well as providing information on any new emerging requirements that were not included in the original POM and MPA man-day distribution at the beginning of the FY. MPA FAMs will accomplish this by using the ACC/A1RR Mid-Year Review data tool and adhering to the instructions provided in the original tasker.

2.3.2.4.9.4. **(Added-ACC)** ACC/A1RR and MPA FAMs must coordinate with ACC wings to validate previously approved requirements and capture any emerging requirements. All wing-level requirements must be validated/approved by the WG/CV.

2.3.2.5. Supplemental (Contingency) ADOS Panel:

2.3.2.5.1. Chaired by AF/A1M. Other members include AF/A3O, AF/A5X, SAF/FMB, SAF/MRM, AF/RE, and NGB.

2.3.2.5.2. Consolidates, verifies, and validates with contingency funding guidance.

2.3.2.5.3. Considers additional criteria such as mission impact, critical skills, and active duty manning for force-wide prioritization.

2.3.2.5.4. Prioritizes requirements based on mission shortfalls, critical skills, APPG priorities, command priorities, and AF core functions.

2.3.2.5.5. Prepares and briefs detail re-distribution of Supplemental MPA mandays to AF Senior Leaders and the PBRC no later than March.

2.3.2.6. **(Added-ACC)** Emergent Requirement Request to ACC.

2.3.2.6.1. **(Added-ACC)** ACC FAMs maintain the ability to reach back to ACC/A1RR and request additional MPA man-days in order to support mission requirements that are designated as emergent (are valid, but were not known and included in the original POM submission). Prior to requesting additional MPA man-days for emergent requirements, all remaining MPA man-days in the FAM's account must be obligated in M4S. If days remain unobligated in the FAM's account, then the emergent requirement must be funded internally at the FAM level. If all of the preconditions listed above are met, the FAM will notify ACC/A1RR of the emergent requirement by submitting the completed "ACC MPA Request Form" (Attachment 2) before any action will be taken.

2.3.3. **(Added-ACC)** Initial MAJCOM Internal Fiscal Year Spend Plan

2.3.3.1. **(Added-ACC)** In the month of August, ACC/A1RR will initiate the creation of a spend plan that each ACC MPA FAM will be required to fill out based upon the projected execution of the MPA man-days for the upcoming FY.

2.3.3.2. **(Added-ACC)** ACC/A1RR will provide a tasker to the FAMs requesting coordination on the FAMs' execution spend plan for the upcoming FY.

2.3.3.3. **(Added-ACC)** The ACC MPA FAMs are responsible for ensuring that they accurately project their MPA man-day execution throughout the FY, using the

ACC/A1RR spend plan data tool and adhering to the instructions provided in the original tasker.

2.3.4. **(Added-ACC)** MAJCOM Internal Monthly Spend Plan

2.3.4.1. **(Added-ACC)** ACC/A1RR will send out a tasker to FAMs requiring them to validate the execution of their spend plan for the previous month.

2.3.4.2. **(Added-ACC)** ACC/A1RR will provide an updated spend plan data tool that shows what was projected to execute during the previous month and the actual days that were executed in CMAS/M4S.

2.3.4.3. **(Added-ACC)** Each FAM is responsible for providing mission justification to explain any deviation in execution for each month. Justification must address why they over - or under-executed their MPA days based on their initial spend plan.

2.3.4.4. **(Added-ACC)** If the MPA days were under-executed and the days are still required, justification must address what the days will be used for and when. If no justification can be provided, ACC/A1RR will retrieve the days from their account and redistribute them for emergent requirements within the command.

2.3.4.5. **(Added-ACC)** The monthly spend plan review is also the time when FAMs can identify in writing any emerging requirements that may have already affected their execution rates or will require them to execute more days in the future than they were originally provided at the start of the FY.

2.3.4.6. **(Added-ACC)** FAMs will be required to submit their response to the monthly spend plan tasker by the tenth of each month, or the closest business day prior to the tenth as identified by ACC/A1RR in the original tasker instructions if the tenth falls on a weekend.

2.4. Execution of the B4 Account. (Reference [Figure 2.3](#))

2.4.1. Starting in FY14, APPG Priorities will include: “B4 – Emergent requirements to support the Total Force Enterprise (TFE) AC/ARC Mix Guidance, not identified in other B categories”. During execution year this account will be held and allocated at the AF level. The process for requesting and distributing the B4 MPA account is detailed at Figure 2.3.

2.4.2. The B4 account includes MPA mandays managed by AF/A1M to provide immediate access to ARC capability for unforeseen/unprogrammed requirements during the execution year. Examples include:

2.4.2.1. Emergent non Overseas Contingency Operations (OCO) mission support required/requested by the AC.

2.4.2.2. Increased CCDR-directed training requirements not programmed or budgeted.

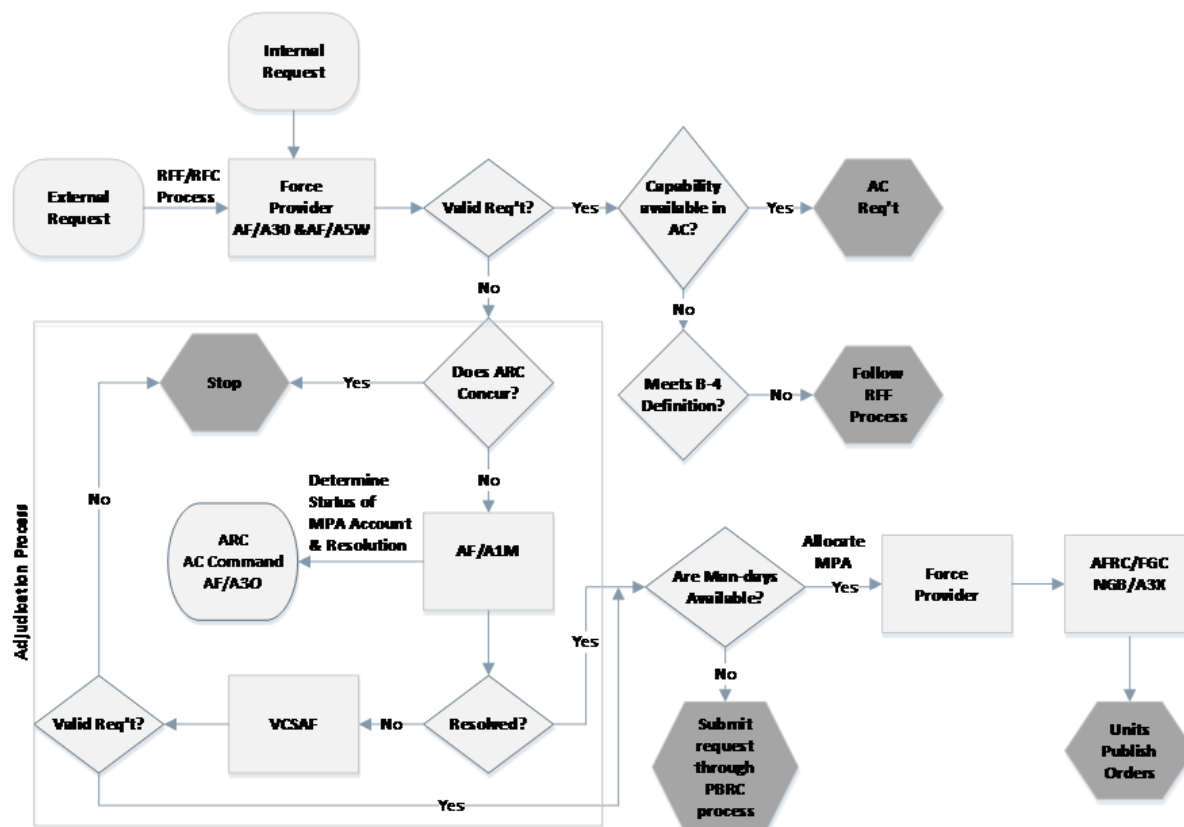
2.4.3. Emergent requirements may be submitted to the HAF by the ARC via the FGC or the ANG AEF Cell after verification by the AC lead Commands. AF/A1MP will validate and allocate mandays from the B4 account.

2.4.4. Commands must identify related O&M costs (e.g. travel and per diem) associated with requirements.

2.4.5. In case of a dispute between the AC command (force provider) and the ARC, an adjudication process is in place. Reference Figure 2.3.

2.4.6. Figure 2.4.outlines the overall MPA timeline spanning from planning and programming, through the budget and execution years.

Figure 2.3. – MPA Process for Distribution of B4 Account



Chapter 3

MPA MANDAY TOUR PROVISIONS

3.1. Activation Periods

3.1.1. As a matter of Service Policy, MPA manday orders for ARC members supporting the AC in a voluntary status (10 USC §12301(d)) should be for durations of 181 days or less.

3.1.2. The MPA manday request will typically include the following in the activation period: Mandays to cover pre-deployment training listed within the Time Phased Force Deployment Data (TPFDD) line item remarks, or Service/CCDR-directed training as identified by ACC/A3O, travel to/from the AOR as defined by the Joint Federal Travel Regulation or USTRANSCOM planning factors; the estimated tour length (ETL)/time-in-theater; out-processing (2 days); in-processing (2 days from redeployment, only if not authorized downtime which is personnel reconstitution time). If authorized down time, then out-processing will be accomplished during the downtime; Command, Staff, and Agency downtime (dependent on the length of the tour, and no more than 14 days), and accrued leave (2.5 days for every 30 days on active duty).

3.2. Tour Curtailment Notifications

3.2.1. This applies to all ADOS-AC activations except mobilization. Once a tour begins, for changes to the RegAF mission and AF is unable to remission, unless waived by the ARC member, individuals on MPA manday tours of 90 days or more will be given at least 60 days advanced notice of any change to their original tour length; members on tour for 31 to 89 days will be given 30 days advanced notice of tour curtailment. **(T-1)**.

3.2.2. Members may request curtailment of orders; however, approval is based on the needs of the RegAF duty commander and supported mission. The notification requirement is not applicable if the tour curtailment is at the individual's request, or if an individual waives the advanced notification. **(T-1)**.

3.2.3. If member takes action or fails to take action resulting in the commander's determination that the member is no longer fit to perform duties (e.g. revoked security clearance required for the job hired, fitness standards, etc.), advanced notification requirements in Paragraph 3.2.1. do not apply. **(T-1)**.

3.2.4. If a member takes action or fails to take action resulting in UCMJ actions, the member's orders may be amended to transfer to a 10 USC § 802 status. Commanders should obtain legal advice before taking action. **(T-1)**.

3.2.5. Medical Continuation (MEDCON) tours are terminated when the member's medical issues are resolved IAW DoDI 1241.2, *Reserve Component Incapacitation System Management*. Therefore, the tour curtailment notification requirements do not apply to MEDCON tours.

3.2.6. All active duty orders contain a start and an end date. ARC members should remain cognizant of these dates. If/when the official tour end date is modified (curtailed or extended), ARC members will be provided advance notice, as outlined in 3.2.1., of the new

tour end date to allow for adequate transition time for the member. Recommend members sign a Statement of Understanding, an example is at Attachment 3. **(T-1)**.

3.2.6.1. **Hardship Application Request:** This applies to involuntary activations (mobilization). An ARC airman may submit a hardship application for evaluation if unable to be remissioned to meet another AF requirement and member has incurred a "hardship" because of early mobilization curtailment. Hardship should be the result of mobilization and early deactivation/demobilization; however, other circumstances that may prevent an individual from returning to civilian status may be considered.

3.2.6.2. Members with approved hardship cases may be retained for a period up to 60 days but not to exceed the original activation period.

3.2.6.3. Hardship requests will not be based on a problem(s) that existed prior to activation (e.g., individuals who were unemployed when activated, cannot base their hardship application on the fact that they "do not have a job to go back to"). Examples considered for approval (not all inclusive):

3.2.6.3.1. Individual voided an employment contract to come on AD for 12 months. Member was scheduled for deactivation after 60/90 days with no prospect for a new employment contract until 6 months after release from AD.

3.2.6.3.2. Individual sold his/her medical practice believing he/she would be on AD for at least 24 months.

3.2.6.3.3. Individual was between jobs, left one employer, and accepted a job with a new employer, not yet established when activated.

3.2.6.3.4. Individual signed privately owned business over to another individual for the 12 months he/she was activated. Examples not considered for approval (not all inclusive):

3.2.6.3.5. Individual was unemployed when activated.

3.2.6.3.6. Individual makes more money on AD than in his/her civilian job.

3.2.6.3.7. Individual who requests retention for the purpose of skill level upgrade to be qualified for enlistment in the RegAF.

3.2.6.3.8. Individuals will not be retained to attend schools, backfill, or for the purpose of upgrading SORTS levels.

3.2.6.3.9. Individuals will not be retained on AD for the purpose of gaining eligibility for entitlements.

3.2.7. **Process:** Member must request retention on AD for Hardship Reasons (personal, financial or medical caused by mobilization and early deactivation/demobilization) and submit all required documents, an example is at Attachment 4, at least 15 days prior to established deactivation/demobilization date. **(T-3)**.

3.2.7.1. Hardship application requests shall be submitted to the ANGRC or AFR FGC for review, determination of other tour opportunities, and recommendation. Recommendations from the ARC will include a statement from the ANGRC or FGC detailing other opportunities, if available; explain whether they were offered to the

member; and if not, why not. The statement must also include, information on any tours offered and declined by the service member. **(T-3).**

3.2.7.2. The ANGRC or FGC then forwards service members hardship application with recommendation to AF/A1MP who will lead an adjudication panel with AF/A1PX, AF/A5XW, AF/REP, AF/A3O and NGB/A1PR. If the package is recommended for approval, notification and instructions for placing the member on 10 USC §12301 “voluntary” duty status will be sent directly to the FGC or the ANGRC.

3.2.7.3. If the adjudication panel does not recommend approval of the hardship application package, the package will be forwarded to SAF/MR for further review and consideration.

3.3. Leave Entitlements

3.3.1. Annual leave programs give members the opportunity to take leave within the constraints of operational requirements. For ARC airmen on tour for 30 or more days, IAW AFI 36-2254 Vol 1, *Reserve Personnel Participation*, accrued leave must be included in tour orders. MPA manday tours for 30 days or longer earn military leave days (2.5 days per month). Members are encouraged to use leave for the maximum benefit of the member, prior to the end of their tour if military requirements permit. Additional tours or extensions may not be created for the purpose of taking leave.

3.3.2. MPA Manday activations/mobilizations. Leave is calculated based on the mission start and end date. It is not earned during authorized downtime or while using accrued leave (from a prior active duty period).

3.3.3. While serving on a manday tour, ARC members request leave using the AF Form 988, *Leave Request/Authorization*, from their AD supervisor. AD supervisors approve leave requests and validate upon the member's return. Members will provide their RegAF supervisors with the appropriate supporting unit and/or the ARC member's associated leave processing office. Supervisors will forward approved leave requests to the ARC member's supporting leave processing office. As a condition of employment, ARC airmen will submit a "Leave Plan" showing when leave will be taken during the number of days the members have been requested to perform. As leave management for ARC members is a manual process, AD supervisors and members have a shared responsibility to ensure proper accounting for leave usage. **(T-1).**

3.3.4. ARC members may carry unused leave into the next period of active service. ARC members must gain approval from their AD supervisor of their intent to utilize accrued leave prior to establishing their reporting date and tour length. Leave balances are subject to the fiscal year limitations. **(T-1).**

3.3.5. At the end of a tour, if accrued leave was not used, the member may be eligible to be paid for unused accrued leave. Accrued leave payments will include unused half-day increments; however members are not allowed to take a full day of leave when they only have a half day earned. Leave is paid on the basis of the basic rate of pay to which the member is entitled on date of release. Unused accrued leave for which payment is made is not considered as active duty service for any purpose (Ref AFI 36-3003, *Military Leave Program*).

3.4. Travel and Per Diem

3.4.1. The JFTR, Chapter U7600, addresses travel and transportation allowances for ARC members. The maximum allowable time to receive per diem at one location is 180 days. Requests for per diem beyond that timeframe must have SAF/MR approval prior to the start of the tour or prior to the effective date of any amendment extending the tour. **(T-1)**.

3.4.2. When authorized, travel and per diem payments associated with MPA manday tours are normally funded by the requesting agency or organization. **(T-1)**.

3.4.2.1. Per diem entitlement cannot be waived by the member or denied by the orders issuing authority. **(T-1)**.

3.4.2.2. The corporate limits and commuting distance of the duty location where the MPA active duty will be performed will be determined by the installation commander, and may be identified in a base operating instruction or policy letter. **(T-1)**.

3.4.2.3. ARC member's travel time is always included when computing MPA tour length in accordance with JFTR, paragraph U3025, travel time. **(T-1)**.

3.4.2.4. Orders may not be accomplished after the fact to provide an entitlement for per diem. **(T-1)**.

3.4.2.5. DD Form 1351-2 Travel Voucher or DTS travel voucher must be signed by the ARC member for payment of per diem and travel expenses and submitted to the appropriate servicing finance office within 5 working days after tour completion. **(T-0)**.

3.4.2.6. ARC members performing a long tour (over 180 days) who do not live within commuting distance must report to the base housing referral office serving the duty location before entering into a rental, lease, or purchase agreement for off-base housing. **(T-3)**.

3.4.3. **(Added-ACC)** Travel and per diem is not included in the MPA man-day fund citation. The supported MAJCOM must ensure travel and per diem funding is available prior to submitting POM and emergent requirements.

3.4.4. **(Added-ACC)** Per Diem Waiver Process

3.4.4.1. **(Added-ACC)** The waiver process begins when a M4S request is submitted by the Unit's M4S Administrator or MAJCOM FAM if the tour is for an IMA. When an ARC member has accumulated a total of 180 consecutive man-days or more in one location, M4S will automatically generate a waiver threshold registration form when a new tour is built for that member.

3.4.4.2. **(Added-ACC)** The supporting unit, will complete the M4S waiver registration form and submit it for validation. Any M4S tour at one location for 181-365 MPA man-days within a one year period will automatically be forwarded by M4S directly to SAF/MR for approval. CMAS/M4S tours at one location for over 365 MPA man-days within a two year period are sent to ACC/A1RR. Once submitted, a system hold is automatically placed on the M4S tour request until the waiver is either approved or denied.

3.4.4.3. **(Added-ACC)** For a 365 waiver, ACC/A1RR will build an approval package in TMT that is routed up to the ACC/CV for endorsement.

3.4.4.4. **(Added-ACC)** Once the ACC/CV approves the 365 waiver package, ACC/A1RR will forward it to SAF/MR for review. If the ACC/CV denies the waiver package, ACC/A1RR will inform the unit of the decision and instruct them to find a new member to complete the CMAS/M4S tour.

3.4.4.5. **(Added-ACC)** If SAF/MR approves the waiver package, they will release the M4S system hold and ACC/A1RR will allocate the days for the M4S tour. If SAF/MR denies the waiver package ACC/A1RR will inform the unit of the decision and instruct them to find a new member to complete the M4S tour.

3.5. Post Deployment/Mobilization and Respite Absence (PDMRA)

3.5.1. Post Deployment/Mobilization Respite Absence (PDMRA) is a benefit, not an entitlement. MPA tours should include allowance for PDMRA for ARC members who mobilize or deploy with a frequency beyond established DoD rotation policy thresholds. Deployments/mobilizations to CONUS and non-foreign OCONUS locations (Hawaii, Alaska, Guam, Puerto Rico etc.) are not eligible for PDMRA regardless of the type of deployment/mobilization orders.

3.5.1.1. Refer to AFI 36-3003, *Military Leave Program*, for eligibility and calculation of PDMRA days.

3.5.1.2. Commanders will ensure airmen are advised to use accrued PDMRA as soon as possible after returning from deployment. Accrued PDMRA earned during one MPA tour cannot be carried over to a subsequent MPA tour, a new Permanent Duty Station (PDS), a new unit of assignment, or into sanctuary status. It is a use or lose benefit during the mobilization order period under which it is earned. **(T-1)**.

3.5.1.3. Member's unit commander must report to SAF/MR through their chain of command to explain why RC airmen are unable to utilize accrued PDMRA days during their current mobilization order. **(T-1)**.

3.6. PCS ENTITLEMENTS

3.6.1. Members' supporting organization does not change when PCS entitlements are granted.

Chapter 4

MPA ALLOCATION FOR MEDICAL CONTINUATION (MEDCON)

4.1. Overview. Per AFI 36-2910, *Line of Duty (Misconduct) Determination*, the purpose of MEDCON is to authorize medical and dental care for members who incur or aggravate an injury, illness or disease in the line of duty and to provide pay and allowances while they are being evaluated, treated for or recovering from a service-connected injury, illness or disease. ARC members may be entitled to MEDCON when they are unable to perform military duties due to an injury, illness or disease incurred or aggravated while serving in a duty status.

4.1.1. See AFI 36-2910 Chapter 5 for MEDCON eligibility, roles and responsibilities, case management process, as well as validation, approval, termination and appeals processes.

4.2. Extension of MPA Orders (Pre-MEDCON). An ARC Airman on orders may be retained on orders for up to 30 days with approval from the Airman, the Airman's home station unit commander, and the orders issuing authority, if the airman has incurred or aggravated an injury, illness, or disease in the line of duty (refer to AFI 10-401, *Air Force Operations Planning and Execution*, para. 9.17.1). The purpose of the order extension is to allow more time to assess the airman's medical condition and for the Military Treatment Facility (MTF), Reserve Medical Unit (RMU) or Guard Medical Unit (GMU) to initiate or complete a Line of Duty (LOD) determination, determine whether the medical condition renders the airman unable to meet retention or mobility standards, and provide medical documentation to support a request for MEDCON orders. The order extension is not for the purpose of taking leave or reconstitution time.

4.2.1. In accordance with AFI 36-2910, if the airman's medical condition cannot be resolved or diagnosed prior to completion of an Active Duty order, the airman's RegAF commander may request an extension of the Active Duty order for up to 30 additional days through the Administrative Control (ADCON) unit, or, if deployed, the Personnel Support for Contingency Operations (PERSCO), and the chain of command. **(T-1).**

4.2.1.1. All Active Duty MPA order extension requests must be entered in the AF directed MPA management data system and routed through the appropriate Command FAM and then to the Command, Staff or Agency MMO. The ARC unit will accomplish a new MPA tour request (under 10§USC 12301(d) authority) ensuring there is no break in service using the tour-title code "2x" while keeping the original Manday Expenditure Allocation Number (MEAN) code and tour type (Steady State, Supplemental, etc.). MPA manday allocation authority for orders extension remains with the Commands, Staffs or Agencies MPA Management Office. **(T-1).**

4.2.1.2. Any subsequent request for additional MPA days beyond the original 30 day extension will be considered as an exception to policy. Documentation and timelines must be submitted with the waiver request and have commander's endorsement. Submit exception to policy requests NLT 7 business days prior to current tour expiration. **(T-1).**

4.3. Requesting MEDCON Orders. Requests for MEDCON orders are submitted to the ARC CMO for validation, approval, and certification (refer to Figure 4.1 for further guidance).

Figure 4.1. MEDCON Days Request, Validation, Approval, Certification, and Allocation Process

4.3.1. All MEDCON days required to support MEDCON orders will be requested, validated, approved, allocated, certified, tracked, managed, and reported through AF-directed MPA management data system. All information entered into electronic databases shall comply with Health Insurance Portability and Accountability Act (HIPAA) requirements and AFI 41-210, *TRICARE Operations and Patient Administration Functions*. (T-1).

4.3.2. The supporting unit shall use the AF directed MPA manday data system to enter and track all Title 10 (MPA) requests for MEDCON days. (T-1).

4.4. Allocation and Issuance of MEDCON Orders. MEDCON may be funded by ADOS-AC (MPA) or ADOS-RC (RPA). The following guidance is for ADOS-AC. MEDCON under ADOS-AC is for members who were injury was incurred or aggravated on an ADOS-AC tour. When the MEDCON request has been validated, approved, and certified, the ARC CMD will generate a certification form to support allocation of MEDCON days per AFI 36-2910, the MEDCON number of days will be allocated as follows:

4.4.1. Title 10 MPA MEDCON Days. When a request for MEDCON orders has been validated, approved, and certified by the ARC CMO, a certification form will be generated to support allocation of MEDCON days and will be forwarded to the ARC CMO Resource Advisor who will request, using AF directed MPA manday data system, the number of MPA mandays indicated on the certification form which in turn will allow the MEDCON request to flow to the AF/A1MP MEDCON Program Manager for allocation.

4.4.1.1. The ARC CMO Resource Advisor will:

4.4.1.1.1. Ensure due diligence in requesting MPA mandays; and

4.4.1.1.2. Be the POC for any required audit actions pertaining to MEDCON MPA funding certification.

4.4.1.2. The MEDCON Program Manager (AF/A1MP) shall:

4.4.1.2.1. Allocate the requested MPA resources using AF directed MPA manday data system;

4.4.1.2.2. Account for MPA mandays as part of the MPA account.

4.4.1.3. The Airman's supporting unit will issue the MEDCON order and make appropriate updates/inputs into the AF-directed MPA manday data system.

4.4.2. Before MEDCON orders are issued, an ARC CMO *MEDCON Airman Responsibilities letter* will be signed by the member and filed with the ARC CMO.

4.5. Termination of MEDCON Orders.

4.5.1. When MEDCON orders are terminated in accordance with AFI 36-2910 the AF directed MPA manday data system will be updated to return unused days MPA mandays to AF/A1MP.

Chapter 5

1,095 END STRENGTH ACCOUNTING

5.1. Overview. Title 10 U.S.C. § 115, *Personnel Strength*, requires the Air Force to count ARC members on ADOS-AC funded tours against active duty end-strength, regardless of rank, when the cumulative activation time exceeds 1,095 days (3 years) out of the previous 1,460 days (4 years). These tours include active duty under Title 10 U.S.C. § 12301(d), or on full-time National Guard duty under Title 32 U.S.C. § 502(f)(2) (or any combination thereof) performing active duty for operational support (ADOS). 1,095 ADOS requirements include Reserve Personnel Appropriation (RPA) and Military Personnel Appropriation (MPA) tours; however, guidance in this instruction applies to MPA tours only. See AFI 36-2254 Vol 1 for guidance on RPA tours.

5.1.1. A member is considered to be in 1,095 status when their cumulative activation time will exceed 1,095 days (3 years) out of the previous 1,460 days (4 years) during an upcoming MPA tour. In these cases, an approved 1,095 questionnaire is required prior to starting an MPA tour. Each 1,095 request has an expiration date and is linked to a specific tour. If member does not have a previously disapproved 1,095, and tour does not exceed 29 September, the Command, Staff, Agency level may approve requests up to 1,400 days.

5.2. 1,095 Roles and Responsibilities

5.2.1. **SAF/MR** has approval authority for 1,095 requests affecting end strength reporting (30 September). SAF/MR is also the approval authority for previously disapproved/denied 1,095 questionnaires at Air Force level and for any members with more than 1,400 total ADOS days. See Figure 5.1.

5.2.2. **submitter:** The unit responsible for submitting the manday allocation request. **(T-1).**

5.2.2.1. Coordinate with Supervisor/Commanders (or designated representative) to review the ADOS accounting list (in the MPA database) to determine eligibility of personnel before assigning the member to a MPA tour. Justification must be provided if a member will exceed 1,095 days while on assigned tour. If questionnaire is not automatically generated in MPA database, the submitter will manually generate the questionnaire. **(T-1).**

5.2.3. Functional manager will

5.2.3.1. Review MPA database generated “730 list” at the beginning of each fiscal year. This list identifies members having tours at one location and within the same career field for 730 days or more (cumulative or consecutive) within the last 4 years. This review assists in determining if this requirement is an “enduring requirement”. If enduring, rationale must be provided as to why it is not considered or documented as a full time RegAF or civilian requirement as part of the mitigation plan on the questionnaire.

5.2.3.2. When selecting members for tour, review the ADOS status in MPA database which will be updated monthly to show total MPA and ADOS days. This is used to determine members 1,095 status. If member has over 1,095 mandays or the tour will trigger the member to go over 1,095 mandays, a questionnaire is required. If one is not automatically generated by the system one can be manually generated.

5.2.3.3. Ensure sufficient justification is provided on the questionnaire prior to confirming the questionnaire. Address why this individual is being selected to continue or fill this requirement.

5.2.3.4. Questionnaires must also include a mitigation plan with the current status of any long term requirements. Every effort must be made to allocate tours for personnel required beyond 29 September, no later than June.

5.2.4. Command CV, Staff director or Agency deputy director.

5.2.4.1. Annually review MPA database generated 730 list to determine if consideration has been given to documenting as a full time RegAF requirement. **(T-2).**

5.2.4.2. Monthly or as needed review all 1,095 threshold requests for recommendation, approval and/or denial. Evaluate each 1,095 package and apply approved measures of merit provided by SAF/MR and other command related criteria as appropriate. **(T-1).**

5.2.4.3. The supported command CV, Staff director or Agency deputy director is the approval authority for members with 1,095 days to enter tours not extending beyond 29 September. Command, staff, agency panel decisions will be documented and made available to AF/A1MP monthly. **(T-1).** Exceptions: Members exceeding 1400 ADOS days within the last four years and members who have been disapproved by SAF/MR must go thru SAF/MR for approval prior to starting a MPA tour.

5.2.4.4. Requests for members denied/disapproved in prior fiscal years, regardless of tour length, must be submitted to AF/A1M under a signed memo or email by the supported Command CV, Staff director or Agency deputy director for SAF/MR consideration. **(T-1).**

5.2.4.5. Members exceeding 1400 ADOS days within the last four years must be submitted to AF/A1M under a signed memo or email by the supported Command CV, Staff director or Agency deputy director. **(T-1).**

5.2.5. NGB/A1 and AF/REP

5.2.5.1. Provide AF/A1MP an ADOS listing monthly (on the 5th of each month). AF/A1MP will incorporate this information into MPA database to update the members' 1,095 status.

5.2.6. AF/A1MP

5.2.6.1. Annually, in July AF/A1MP will convene a review panel to include, at minimum, representatives from AF/A1, AF/REP, NGB/A1P and SAF/MR to evaluate each 1,095 package and apply approved measures of merit for end strength consideration.

5.2.6.2. Prepare annual panel results for SAF/MR approval/denial; notify command, staff/agency NLT mid-July.

5.2.6.3. Monthly, by the 15th of the month convene a review panel with representatives from AF/A1, AF/REP, NGB/A1P and SAF/MR to evaluate each 1,095 package from members with over 1,400 ADOS days or who have been previously denied.

5.2.6.4. Prepare monthly panel results for SAF/MR approval/denial; notify command, staff/agency NLT the middle of each month.

5.2.6.5. Update all 1,095 threshold requests in MPA data system and approvals/denials for command, staffs/agencies.

5.3. AF Mission Prioritization for 1,095

5.3.1. AF Mission Priority 1. ARC members whose total tours are located in a combat zone (combat zone tax relief area IAW DoD Financial Management Regulation Volume 7A, Chapter 44 Section 440103) for the duration of the applicable operations. If members are performing this mission in the AOR questionnaires are approved automatically.

5.3.2. AF Mission Priority 2. ARC members directly supporting combat. If members are performing this mission in the AOR questionnaires are approved automatically, if mission is performed in the outside the AOR (CONUS or other OCONUS locations) the appropriate review is required at command or Air Force level.

5.3.3. AF Mission Priority 3. ARC members supporting SecDef contingency operations, the appropriate command, staff/agency or Air Force level review is required.

5.3.4. AF Mission Priority 4. ARC members backfilling RegAF members who are deployed forward, the appropriate command, staff/agency or Air Force level review is required.

5.3.5. AF Mission Priority 5. ARC members on Air Force Operational Support Orders, the appropriate command, staff/agency or Air Force level review is required.

5.4. 1,095 ADOS Approval Authority and Process

5.4.1. Approval to serve in active duty status past 1,095 days within the previous 1,460 days must be granted by the approval authority prior to the start of the tour or extension of the tour.

5.4.2. Unless otherwise delegated, the Secretary of the Air Force is the approval authority for general officers. Requests for approvals must be coordinated with AF/DPG, AF/A1, SAF/GC and SAF/MR. General officers must comply with 10 USC § 526 and 10 USC § 12004.

5.4.3. Supported Command CVs, staff directors or agency equivalents are the approval authority for members O-6 and below whose tours end on or before 29 September; and have less than 1,400 total ADOS and who have not been disapproved during the previous fiscal year. Reach back to the supported CCDRs and/or ARC during validation of the 1,095 is encouraged.

5.4.3.1. Supported Commands/staffs/agencies will conduct monthly reviews prior to placing members in 1,095 status on tour. **(T-2)**

5.4.3.2. Members will be identified by name and mission duty on a memo or email endorsed by the supported Command CV, staff directors or agency equivalents. **(T-2).**

5.4.3.3. Minimum Measures of Merit for Command Review at Table 5.1. These measures are automatically calculated in the database when entering the MPA tour information. Stressed AFSC is a weighted factor since the RegAF has a greater need for augmentation in those career fields. Stressed AFSC list is updated and posted to the AFPC web site at least twice a year.

Table 5.1. 1,095 Review Scoring

1,095 Review Scoring				
	Point Value			
Weighted Criteria	1	2	3	4
AF Mission Priorities	2	3	4	5
Same AFSC, same local area	<735	735—1000	1001—1,095	>1,095
Previous Waivers	No		Yes	
Stressed Career Field List	Yes		No	
Total ADOS Days	1096—1187	1188—1279	1280—1371	1372—1460
*Personnel Mitigation Plan				

5.4.3.4. Members returning after SAF level disapproval, regardless of tour length, must be submitted to AF/A1M under a signed memo or email by the supported Commander CV, Staff directors or agency equivalents. **(T-1).**

5.4.3.5. Members scoring 14 or more should be disapproved unless justification based on mission requirements is appropriately documented on the questionnaire and extenuating circumstances are outlined in the endorsement memo by senior leadership.

5.4.4. SAF/MR has approval authority for 1,095 requests affecting formal end strength reporting (members on tour 30 September), previously denied 1,095 at SAF level, members with more than 1,400 total ADOS days.

5.4.4.1. AF/A1M convenes an AF panel in June; SAF/MR, AF/A1, AF/REP, NGB/A1P, AF/A5X. Note: Normally 30 Sep tours are considered during the June board; however, by exception they may be considered during any of the monthly boards.

5.4.4.2. Measures of Merit for HAF Review Panel. Panel reviews commands evaluation package/results; ensures senior level endorsement memo has been received, then reviews 1,095 questionnaires for completeness and ensures scores are accurate. Evaluates complete packages using the criteria in Table 5.2.

Table 5.2. AF 1,095 Review

AF 1,095 Review		
Weighted Criteria	Deny	Approve
*Authorized manning – Local	90%	<90%
*Authorized manning - AF wide	90%	<90%
Mission criticality	Low	Med/High
Per Diem Waivers	Yes	No
Over 1400 total ADOS days	Yes	No
**Special skill set	No	Yes
***Other unique requirements	No	Yes

5.4.4.3. If a member has a previously approved 1,095 for the same fiscal year, same duties and location, but the member requires a separate set of orders; the submitter can initiate a request and document on the new questionnaire the member was previously approved and document the appropriate MPA authorization number. Supported

command MMOs verify the mission is the same and then update the database and send an e-mail to AF/A1MP requesting an update to waiver status to allocate the tour. **(T-1).**

5.5. 1,095 Related Issues:

5.5.1. Ongoing, long-term MPA requirements must be reviewed for the proper resource actions. Potential alternate sourcing options should be addressed in mitigation plan (i.e., programmed or requesting AC end-strength increase, Active Guard Reserve or civilian requirement increase).

5.5.2. If ARC augmentation is the best resource to fill this requirement, commanders must expand opportunities to other ARC volunteers.

5.5.3. All members approaching 18 years of TAFMS must have a signed sanctuary waiver before a tour is allocated (waiver can be signed for 179 days). Annotate sanctuary requirements in the 1,095 questionnaires. **(T-1).**

5.6. Key Dates for 1,095 ADOS Accounting Process

5.6.1. **Monthly:** Supported commands, staffs/agency panels convene to evaluate 1,095 threshold requests; submit any HAF requests (members previously denied by SAF/MR or members with more than 1400 total ADOS days) by the 5th of the month. Decisions forwarded back to commands by the 15th of the month. Note: In order to allow time for the SAF panel to review packages and SAF coordination as well as notification to member; submit package 60 days prior to tour start. **(T-1).**

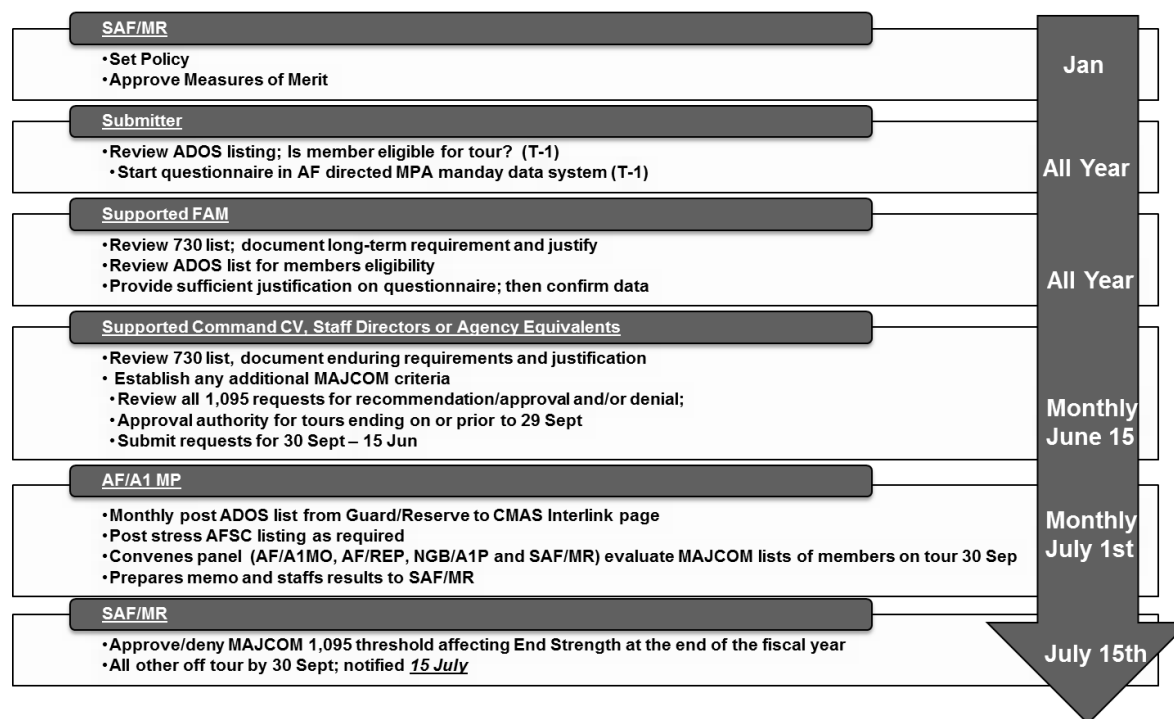
5.6.2. **1 June:** For members with 1,095 on tour beyond 29 September, supporting commands, staffs, and agencies forward their approved prioritized non-AEF 1,095 Threshold Requests to AF/A1M. **(T-1).**

5.6.3. **1 July:** Supported commands, staffs and agencies review total ADOS time for members who will be on tour after 1 October to determine which members will attain 1,095 and/or 1,400 status during the next fiscal year. **(T-1).**

5.6.4. **16 July:** Supported commands, staffs, and agencies notified of all request dispositions for their prioritized submissions. Members denied 1,095 request for 30 September or beyond, must be off tour NLT **29 September.** **(T-1).**

5.6.5. Requests for SAF/MR reconsideration will be an exception, not the norm. All requests for reconsideration must be approved by the supported command CV or staff/agency directors or deputies and forwarded to AF/A1MP for review and recommendation and approval by SAF/MR.

Figure 5.1. 1,095 Process/Roles and Responsibilities



Chapter 6

MISCELLANEOUS MPA ACTIONS

6.1. AEF MPA Process

6.1.1. The Air Force presents its forces via an Air & Space Expeditionary Task Force (AETF). Since a substantial capability resides in the ARC, the AF relies on its Total Force to meet its taskings. AETF requirements are validated CCDR-requests that have been ordered by the SECDEF on active Joint Manning Documents or through Requests for Forces (RFFs) that appear in the Global Force Management Allocation Plan (GFMAP). There are two types of activation “volunteerism” and “involuntary recall to Active Duty”.

6.1.2. Roles and Responsibilities

6.1.2.1. AFPC/DPW will provide ACC/A3O with the ANG and AFRC planned Agile Combat Support (ACS) participation as identified in the ACS Planning Schedule. Planned participation will be submitted via unclassified email channels using the AEF Manday Tour Requirement Template (Attachment 5) as soon as possible after receipt of the AFRC and ANG proposed planned ACS requirements.

6.1.2.2. ACC/A3O will provide the accepted ACS participation plan by component in the approved template format via unclassified email channels to ACC/A1RR, no later than 20 days after accepting the ARC planned requirement. Prior to tasking of AEF mission requirements to the ARC the ACC/A3O must ensure a Military Interagency Purchase Request (MIPR) is prepared to confirm funding exists to support tasked member’s travel and transportation per diem costs associated with the AEF ACS participation plan.

6.1.2.3. ACC/A1RR is the MMO and is responsible for building the AEF ACS participation requirements in their POM submission to AF/A1MP. A1RR will task the AEF ACS requirement to the ARC Force Provider Center [ANGRC or AFR FGC] accordingly once AEF ACS requirements are validated and mandays provided by AF/A1MP.

6.1.2.4. Flying Mission Support will be accomplished by the respective Major Command (MAJCOM) with the required weapon system to accommodate the necessary air support to the AEF. The CAF/MAF Scheduling Integrated Product Teams will inform their MAJCOM MMOs of ARC sourcing solutions for inclusion in their POM submission to AF/A1MP.

6.1.2.5. The AFR FGC and ANGRC will: Ensure AEF volunteers who will exceed the 1,095 threshold during the tour and are not provided an automatic extension by SAF/MR policy and have appropriately justified questionnaires, which includes clear efforts taken to find volunteers without this limitation.

6.1.2.5.1. Ensure AEF volunteers obtain an approved per diem waiver prior to departure on AEF tour.

6.1.2.5.2. Ensure the only training authorized is training accompanied in the line remarks as CCDR-directed training identified by AETC/A3O and published annually.

6.1.2.6. Tasked unit will ensure volunteer's SSN is in DCAPES IAW timelines established in AFI 36-3802. Units also responsible for completing the Unit AEF Tasking page or IMA page in AF directed MPA manday data system and submitting to the respective ARC section for validation. Indicate in the notes whether 1,095 registration/per diem waiver is appropriate and accomplished. Activated airmen in support of contingencies may receive activation orders up to 180 days prior to tour start date after receiving proper allocation message. **(T-1).**

6.1.2.6.1. Members deployed on AEF tours are eligible to take their leave at the end of the tour or carry their leave forward. If leave is being carried forward then tour must be curtailed by the amount of leave carried forward.

6.2. Pregnancy

6.2.1. An ARC member determined to be pregnant while serving on active duty orders ordinarily shall be permitted to serve through the full term of those orders as long as they are qualified to continue to perform the active duty requirement for which originally selected. Pregnancy is not considered a line of duty condition and extension of orders solely for the basis of the pregnancy is not authorized. If pregnancy complications occur, the member will be referred to the medical treatment facility for consultation without making adjustments to tour requirements.

6.2.2. If the member is determined to be pregnant after the start of an active duty tour, the supported commander having operational control (OPCON) over the member may curtail service, if, after receiving duty limitation/restriction recommendations in accordance with established guidelines, determines that duty limitations and/or restrictions for that member are not consistent with the specific purpose of the orders under which the member is serving. After receiving the AF Form 469, *Duty Limiting Condition Report*, from the servicing MTF, the supported commander will determine if the duty limitation will prevent the member from performing the duty required under the MPA manday orders. If the supported commander determines that the duty limitation is not consistent with the duty required, the member's MPA manday orders may be curtailed. If the supporting commander determines that the duty limitation does not prevent performance of the required duty, the member's MPA manday orders may continue until 34 weeks of pregnancy. The MPA orders will not be extended past 34 weeks of pregnancy. **(T-1).**

6.2.3. If the member is determined to be pregnant prior to the start of the active duty tour, she may be scheduled for and perform active duty and MPA manday tours at or away from her home duty station up to 34 weeks of pregnancy, if, after receiving duty limitation/restriction recommendations in accordance with established guidelines, the gaining commander determines that duty limitations and/or recommendations for that member are consistent with the specific purpose for which the member is to serve. **(T-1).**

6.2.3.1. Members who reside within the CONUS are restricted to active duty and manday tours in the 48 contiguous states. **(T-1).**

6.2.3.2. Members who reside OCONUS are restricted to active duty and manday tours OCONUS. **(T-1).**

6.2.4. Costs normally associated with maternity and infant care (i.e. medical and surgical care incident to pregnancy, including pre-natal care, delivery, post-natal care, treatment of

complications of pregnancy, and inpatient newborn) and post-natal convalescent leave shall not be considered when the supported commander is making duty determination. **(T-1).**

6.2.5. Activation of duty and/or continued duty until the original expiration date of orders is contingent upon the member's ability to maintain access to obstetric care. Provisions for obstetric care must be arranged within a reasonable travel distance of the duty location, as determined by a military medical provider. Supported commanders may curtail orders, notwithstanding whether the member is able to perform the duties of the orders, if obstetric care is not available, if medical personnel are not capable of managing early complications of pregnancy, or if the pregnancy is complicated. **(T-1).**

6.3. Sanctuary (Active Duty)

6.3.1. Title 10, U.S.C §12686(a) places limits on an ARC member's release from active duty when they are within two years of becoming eligible for active duty retirement. This section of law provides protection for the ARC member's right to an active duty retirement (active duty sanctuary). Members on voluntary ADOS tours without an approved sanctuary waiver will be accessed to the ARC IAW AFI 36-2131.

6.3.2. In general, Air Force policy does not permit ARC members to inadvertently slip into active duty sanctuary; therefore, ARC members may not perform MPA voluntary tours of active duty (TTAD) designated as ADOS without an approved waiver. If an ARC member performs a MPA tour of less than 180 days, and the period of AD would result in the member qualifying for AD sanctuary, the member may not begin the tour without an approved waiver in place prior to the tour start date. Refer to AFI 36-2131 for specific guidance and procedures.

6.3.3. If an ARC member is within two years of becoming eligible for an active duty retirement and wishes to perform voluntary MPA (ADOS-AC) or RPA (ADOS-RC) tours, then Title 10 U.S.C. §12686(b) provides for a waiver which will allow the ARC member to waive the right to invoke sanctuary for periods of active duty (other than for training). When a member waives the right to invoke sanctuary, the member is then allowed to perform MPA (ADOS/TTAD) and/or RPA (ADOS) tours. Any extension of AD cannot commence without an additional waiver for the period of the tour extension.

6.3.4. For the purposes of voluntary ADOS tours, ARC members who have between 16 ½ and 20 years TAFMS must sign a sanctuary waiver. **(T-1).**

6.4. Telecommute

6.4.1. Telecommute may be authorized in circumstances when active duty mission requirements demand specific ARC resources which are not available to perform voluntary duty locally. Telecommute may not be approved out of convenience to the member or as a mechanism for the organization to avoid funding travel and transportation allowances.

6.4.2. Tours involving telecommute should specify deliverables required during the manday tour and may not be open-ended.

6.4.3. Organizations employing ARC resources under this method must accomplish a telecommute agreement using Department of Defense (DD) Form 2946 and online training at <http://www.telework.gov>. Organizations must maintain a telecommute agreement and provide to the supported command FAM if requested. **(T-0).**

6.4.4. ARC resources assigned to or performing MPA manday tours with organizations belonging to the Headquarters Air Force (Secretariat and Air Staff) should reference and comply with guidance outlined in HOI 36-16, *Telework*. (T-2).

6.5. (Added-ACC) Reimbursable MPA Man-Days – IAW SAF/FMB Reimbursement Accounting Guidance and SOP, Chapter 9, AFI 10-801 para. 3.8.1 and AFI 65-601V1 para 7.37.1, all reimbursement man-days must be directed by a signed Mission Assignment (MA) and/or Request for Assistance (RFA). The MA and/or RFA will identify reimbursement of funds from the requesting department or agency, including Federal Emergency Management Agency (FEMA) mission assignments in support of a presidentially declared emergency or disaster. The SAF/FMBOP office coordinates directly with HAF/A1MP on any MA and/or RFA for allocation of reimbursable man-days. Once official MA and/or RFA is received, HAF/A1MP will distribute man-days to the reimbursable account.

6.6. (Added-ACC) Emergency Preparedness Liaison Officer (EPLO) Operational Days. Defense Support for Civil Authority (DSCA) requirements may be supported through RC Service members participating with federal, state, and local civil agencies only when requested and approved by the Secretary of Defense or other designated official. 1 AF/A1R is responsible for submitting validated EPLO operational requirements to support DSCA during the POM process. The AFCEB is the final approval authority for validation of DSCA requirements. EPLO event participation requirements are validated IAW DoDI 3025.18, Defense Support of Civil Authorities; DoDI 3025.16, Defense Emergency Preparedness Liaison Officer; and DoDI 1215.06, Uniform Reserve, Training, and Retirement Categories for the Reserve Components. These days will be deposited in the Q01 1 AF/CC Discretionary Account in M4S and will be available for use at the discretion of the 1 AF/CC.

DANIEL R. SITTERLY, SES
Principal Deputy Assistant Secretary (Manpower
and Reserve Affairs)

(ACC)

JOAN H. GARBUTT, Col, USAF
Director of Manpower, Personnel & Services

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

(Added-ACC) DoDI 1215.06, *Uniform Reserve, Training, and Retirement Categories for the Reserve Components*, 11 March 2014 (Incorporating Change 1, Effective 19 May 2015)

(Added-ACC) DODI 3025.16, *Defense Emergency Preparedness Liaison Officer (EPLO) Program*, 8 September 2011

(Added-ACC) DoDI 3025.18, *Defense Support of Civil Authorities*, 29 December 2010 (Incorporating Change 1, 21 September 2012)

(Added-ACC) SAF FMB, *Reimbursement Accounting, Guidance and Standard Operating Procedures*, 13 June 2013

Title 10 U.S. Code § 12301, *Reserve Components Generally*

Title 10 U.S. Code § 12302, *Ready Reserve*

Title 10 U.S. Code § 12304, *Selected Reserve and Certain Individual Ready Reserve Members; Order To Active Duty Other Than During War Or National Emergency*

Joint Federal Travel Regulation Volume 1, 1 February 2014

DoDD 1235.10, *Activation, Mobilization, and Demobilization of the Ready Reserve*, 26 November 2008

DoDD 1200.17, *Managing the Reserve Components as an Operational Force*, 29 October 2008

DoDD 1241.01, *Reserve Component Medical Care and Incapacitation Pay for Line of Duty Conditions*, 28 February 2009

DoDI 1235.12, *Accessing the Reserve Components (RC)*, 4 February 2010

DoDI 1215.06, *Uniform Reserve, Training, and Retirement Categories*, 7 February 2007

DoDI 1215.13, *Reserve Component (RC) Member Participation Policy*, 11 May 2009

DoDI 1241.2, *Reserve Component Incapacitation System Management*, 30 May 2001

(Added-ACC) AFMAN 33-363, *Management of Records*, 1 March 2008 (Incorporating Change 1, 28 January 2015)

(Added-ACC) AFI 10-801, *Defense Support of Civil Authorities*, 19 September 2012

(Added-ACC) AFI 36-2619, *Military Personnel Appropriation ManDay Program*, 18 July 2014

(Added-ACC) AFI 65-601V, *Budget Guidance and Procedures*, 16 August 2012 (Incorporating Change 1, 29 July 2015)

AFPD 36-26, *Total Force Development*, 27 September 2011

AFPD 36-29, *Military Standard*, 29 October 2009

AFPD 36-30, *Military Entitlements*, 2 August 1993

AFPD 36-81, *Total Force Human Resource Management Domain Governance*, 15 November 2013

AFI 10-401, *Air Force Operations Planning and Execution*, 7 December 2006

AFI 10-402, *Mobilization Planning*, 1 May 2012

AFI 33-360, *Publications and Forms Management*, 25 September 2013

AFI 36-2131, *Administration Of Sanctuary In The Air Reserve Components*, 27 June 2011

AFI 36-2201, *Air Force Training Program*, 15 September 2010

AFI 36-2254 Vol 1, *Reserve Personnel Participation*, 26 May 2010

AFI 36-2903, *Dress And Personal Appearance Of Air Force Personnel*, 18 July 2011

AFI 36-2905, *Fitness Program*, 21 October 2013

AFI 36-2910, *Line of Duty (Misconduct) Determination*, 4 October 2002

AFI 36-3003, *Military Leave Program*, 26 October 2009

AFI 41-210, *TRICARE Operations and Patient Administration Functions*, 6 June 2012

AFI 48-123, *Medical Examinations And Standards*, 5 November 2013

AFI 51-202, *Nonjudicial Punishment*, 7 November 2003

AFMAN 33-363, *Management of Records*, 1 March 2008

AFH 10-416, *Personnel Readiness and Mobilization*, 22 December 1994

HOI 36-16, *Telework*, 20 June 2011

Prescribed Forms

AF Form 49, *Application for MPA Manday Tour*

Adopted Forms

DD Form 1351-2, *Travel Voucher or Subvoucher*

DD Form 2946, *Department of Defense Telework Agreement*

AF Form 469, *Duty Limiting Condition Report*

AF Form 847, *Recommendation for Change of Publication*

AF Form 988, *Leave Request/Authorization*

AF Form 3902, *Application and Approval for Off-Duty Employment*

Abbreviations and Acronyms

AC—Active Component

ADOS—Active Duty Operational Support

AETF—Air & Space Expeditionary Task Force

(Added-ACC) AF—Air Force

(Added-ACC) **AFAA**—Air Force Audit Agency
(Added-ACC) **AFCB**—Air Force Corporate Board
AFCS—Force Corporate Structure
(Added-ACC) **AFI**—Air Force Instruction
(Added-ACC) **AFP**—Audit Focal Point
AFPC—Air Force Personnel Center
AFR—Air Force Reserve
AFRC—Air Force Reserve Command
AFSC—Air Force Specialty Code
AGR—Active Guard Reserve
(Added-ACC) **AIB**—Accident Investigation Board
ANG—Air National Guard
ANGRC—Air National Guard Readiness Center
AOR—Area of Responsibility
APPG—Annual Planning and Programming Guidance
ARC—Air Reserve Component
(ACC) **ARC**—Air Reserve Component
ASA—Air Sovereignty Alert
ASIMS— Aeromedical Services Information Management System
CMAS—AF Directed MPA Manday Data System- Command Manday Allocation System
CCDR—Combatant Commander
CCMD—Combatant Command
CFLI—AF Core Functional Leader Integrators
CMO—ARC Case Management Office
CMT—Case Management Team
CONUS—Continental United States
DAWG—Deployment Availability Working Group
DoD—Department of Defense
(ACC) **DoD**—Department of Defense
DDMS—Duty Determination Management System
(Added-ACC) **DoDIG**—Department of Defense, Inspector General
(Added-ACC) **DSCA**—Defense Support of Civilian Authorities

(Added-ACC) **DSN**—Defense Switched Network
(Added-ACC) **EPLO**—Emergency Preparedness Liaison Officer
(Added-ACC) **FAM**—Functional Account Manager
(Added-ACC) **FEMA**—Federal Emergency Management Agency
FGC—Force Generation Center
FY—Fiscal Year
(ACC) **FY**—Fiscal Year
(Added-ACC) **GAO**—Government Accountability Office
GMU—Guard Medical Unit
HAF—Headquarters Air Force
(Added-ACC) **HQ ACC**—Headquarters Air Combat Command
(Added-ACC) **HQ ACC/FM**—HQ ACC Comptroller
(Added-ACC) **HQ ACC/FMP**—HQ ACC Financial Operations Division
(Added-ACC) **IAW**—In Accordance With
IDES—Integrated Disability Evaluation System
IDT—Individual Duty Training
IMA—Individual Mobilization Augmentee
(ACC) **IMA**—Individual Mobilization Augmentee
INCAP—Incapacitation Pay
JFTR—Joint Federal Travel Regulation
LOD—Line of Duty
(Added-ACC) **M4S**—Manpower MPA Man-day Management System
(Added-ACC) **MA**—Mission Assignment
MEB—Medical Evaluation Board
MEDCON—Medical Continuation
MFM—MAJCOM Functional Manager
MPA—Military Personnel Appropriation
(ACC) **MPA**—Military Personnel Appropriations
MMO—MPA Management Office
(ACC) **MMO**—MPA Management Office
MTF—Military Treatment Facility
(Added-ACC) **NAF**—Numbered Air Force

OCONUS—Outside of the Continental United States

(Added-ACC) OCR—Office of Collateral Responsibility

OMB—Office of Management and Budget

O&M—Operations and Maintenance funds

OPCON—Operational Control

(Added-ACC) OPR—Office of Primary Responsibilities

OSD—Office of Secretary of Defense

PBRC—Personnel Budget Review Committee

PDS—Permanent Duty Station

PDMRA—Post Deployment Mobilization and Respite Absence

PEBLO—Physical Evaluation Board Liaison Officers

PIMR—Preventive Health Assessment and Individual Medical Readiness

POM—Program Objective Memorandum

(ACC) POM—Program Objective Memorandum

RC—Reserve Component

RegAF—Regular Air Force

(Added-ACC) RFA—Request For Assistance

RMG—Readiness Management Group

RIO—Reserve Integration Office

RMU—Reserve Medical Unit

RPA—Remotely Piloted Aircraft

RPA—Title10 Reserve Personnel Appropriation

SecAF—Secretary of the Air Force

SecDef— Secretary of Defense

(Added-ACC) SIB—Safety Investigation Board

SOP—Standard Operating Procedures

(Added-ACC) SSA—Special Staff Agency

TAMP—Transition Assistance Management Program

TAFMS—Total Active Federal Military Service

TPFDD—Time Phased Force Deployment Data

TFE—Total Force Enterprise

TFI—Total Force Integration

U.S.C.—United States Code

UCMJ—Uniform Code of Military Justice

ULN—Unit Line Number

(Added-ACC) USAF—United States Air Force

UTA—Unit Training Assembly

VOCO—Verbal Orders by the Commander

Terms

Active Duty Operational Support (ADOS)— The purpose of ADOS is to provide the necessary skilled manpower assets to support existing or emerging requirements. (Reference DoDI 1215.06). ADOS is defined as all AD under Title 10 U.S.C § 12301(d) (except Active Guard/Reserve (AGR) duty and periods of mobilization (invol, PRC, etc)); and ADT performed at the direction of an organizational or operational commander (active or reserve); or as a result of reimbursable funding. All other forms of training (AT; IADT; and school tours (ADT)), are exempt from the count. Presidential recall and mobilization are exempt IAW Title 10 U.S.C. § 12302, and are not considered ADOS. (Reference AFI 36-2254 Vol 1, *Reserve Personnel Participation*) ADOS-AC is funded by the Active Component's appropriation in support of the AC's roles and missions. ADOS-RC is funded by the Reserve Component's appropriation in support of the RC responsibilities.

Active Duty Sanctuary Protection— Sanctuary protection begins with 18 years of Total Active Federal Military Service (TAFMS) and ends with 20 years of TAFMS. The absence of an approved waiver provides the entitlement to remain on AD for the purpose of qualifying for an AD military retirement while serving in an ARC full-time position.

Active Duty Sanctuary Candidate— Members whose upcoming tour or extension would entitle them to invoke sanctuary protection are considered sanctuary candidates.

Active Guard Reserve (AGR)— National Guard and Reserve members of the Selected Reserve who are ordered to active duty or full-time National Guard duty of the purpose of organizing, administering, recruiting, or training the Reserve Component units.

Air Force Manday General Manager— AF/A1M, Pentagon, Washington DC

Air Force Specialty Code (AFSC)— A combination of numbers and alpha characters used to identify an Air Force Specialty. Officer AFSC's consist of four characters; airman AFSC's consist of five characters. When more specific identification of position requirements and individual qualifications is needed, alpha prefixes or suffixes are authorized for use with the numerical codes.

Air Force Reserve (AFR)— The AFR is a RC of the Air Force and consists of units, organizations and members (who are not members of the Air National Guard) but are members of the Air Force.

Air Force Reserve Command (AFRC)— The Command responsible and accountable for the peacetime and wartime readiness of the Air Force Reserve.

Air National Guard (ANG)— That part of the organized militia of the several States and Territories, Puerto Rico, and the District of Columbia, active and inactive, that (A) is an air force;

(B) is trained, and has its officers appointed, under the sixteenth clause of section 8, article I of the Constitution; (C) is organized, armed, and equipped wholly or partly at Federal expense; and

(D) is federally recognized.

Air National Guard AEF Cell— Centrally manages all deployment processes for the ANG at the command level. Processes all DCAPES requirements for Wing sourcing and verification. Also serves as the DRMD POC for AEF aviation and ACS. Synchronizes planned activities (e.g., training, exercises, inspections, PME, etc.) with the AEF battle rhythm to ensure forces are ready during their scheduled AEF deployment period. Also manages AF directed MPA manday data system processing for AEF mandays within the ANG.

Air National Guard Readiness Center (ANGRC)— The department within the National Guard Bureau responsible and accountable for the peacetime training and wartime readiness of the Air National Guard.

Air Reserve Component (ARC)— All unit, organizations, and members of the Air National Guard and the Air Force Reserve.

AEF Rotation Tour— The dates a member performs an Air and Space Expeditionary Tour of duty (AEF); for the purpose of MPA accountability the rotation does not include travel, downtime or leave. These elements are programmatically calculated by the AF directed MPA manday data system at time of AEF tour input and establish the overall MPA tour.

Allocation— Mandays given to a command staff functional manager for expenditure (also referred to as sub-allocation).

Authorization— In terms of MPA program, this is an MPA manday allocation issued by the supported Active Component Command, Staff or Agencies which authorizes the publication of a MPA Manday tour order on a particular ARC member or members to support/augment an Active Force mission.

ARC Unit Member— An Air National Guard or Air Force Reserve member assigned to an Air Reserve Component Wing/Group for training and support of military requirements.

Combatant Commander Requirement— a mission requirement that is recorded in the Joint Capabilities Requirements Manager (JCRM) or Electronic Joint Manpower and Personnel System (eJMAPS) and contained in the Global Force Management Allocation Plan (GFMAP) or Service directed and Global Force Management (GFM) Data Initiative (DI) compliant tool.

Command Manday Allocation— The number of mandays justified for use by the Active Component command.

Command Manday Allocation System (CMAS)— Encoded computer program that provides for the progressive accountability of MPA manday resources from initial authorization through expenditure accounting and reporting for actual use. It is the primary management tool of the MPA Manday program.

Command Manday General Manager— The person charged with accountability and responsibility of the command's total manday program within the Active Component Command A1/J1 directorate.

Command, Staff, and Agencies— For the purposes of this Management Plan, Command, Staff and Agencies are those organizations which have responsibility for planning, budgeting and executing ADOS-AC

Downtime— For the purpose of this instruction, downtime when used in conjunction with deployments is personnel reconstitution time.

Fiscal Year— A designated 12 month period that starts 1 October of one calendar year and continues through 30 September of the next calendar year.

Force Generation Center (FGC)— The single agency responsible for generating Air Force Reserve forces by leveraging AFR strategic capability to meet operational needs in support of Global Force Management internal and external requirements. The FGC performs all aspects of force generation to include oversight, visibility, and accountability of all AFR forces. Its span of control extends from the Individual Reservist to entire Combat Capable Units, supporting a broad array of organizations from Air Force units to Combatant Commands, through all stages of activation from Volunteerism up to and including Full Mobilization.

Individual Mobilization Augmentee (IMA)— A Reserve member of the ARC that is assigned and/or attached to an Active Component organization for training and support of all military requirements, and is a member of the Air Force Reserve. ANG does not have IMAs.

Long MPA Tour/Activation— A long MPA tour or activation is a period of over 180 days in length (JFTR Chapter 5).

Manday— An MPA Manday is defined as a 24 hour calendar day of active duty for which base pay, Basic Allowance for Housing, Basic Allowance for Subsistence and similar compensation elements are drawn from the Military Personnel Appropriation to pay Air Reserve Component (ARC) members for performance of duty. (This does not include travel and per diem related compensation; see para 5).

Manday Tour— Usually a string of continuous calendar days with a start and stop date during which an ARC member performs a tour of active duty.

Manday Tour Length or Manday Activation Time— The number of mandays authorized for performance of duty which includes mission time as well as travel, leave, downtime (if earned), and PDMRA (if earned).

Military Personnel Appropriation (MPA)— The centrally managed 3500 active duty military personnel account that provides pay and allowances for both Active Component and Reserve Component activated for current contingencies. This account funds the manday program.

Military Personnel Appropriation (MPA) Manday— Supports operational and strategic requirements of the active force by authorizing mandays annually to non-Extended Active Duty (EAD) officers, NCOs and airmen. Pay and allowances for personnel performing mandays is from the MPA account (a RegAF account) managed by AF/A1MP.

MPA Manday Tour Start Date— Normally the first calendar day of the member's tour as designated in block 13 of the AF 938 (Reserve Order). The first day of the tour when member reports for duty or starts travel.

MPA Manday Tour Stop Date— Normally the last calendar day of the members' tour as designated in block 14 of AF 938 (reserve order). The last day of the tour when the member usually returns home. Also referred to as the release date.

Non-Standard FAM Construct— This structure is normally used by centrally managed or AF agencies that do not have Command Functional manager structure; i.e. JA, OSI, Intel, etc. The validating authority is the Active Component Command staff functional in those specialties.

Non-volunteer— a member activated under Title authorities that do not require the member's consent.

PAS Number— A four digit alphanumeric code identifying the ARC member's unit of assignment.

Pay and Allowance Fund Cite— The funding authority which entitles payment of base pay, Basic Allowance for Subsistence and Basic Allowance for Housing (paid from Military Personnel account).

Peak Period Workload— Surges in an organizations workload that temporarily exceed authorized manpower levels during critical peacetime operations in all functional areas of the Air Force. Workloads that consistently exceed authorized strength capability are not considered peak workloads.

Per Diem and Travel Fund Cite— The funding authority provided to the command manday manager by the using agency for TDY entitlements of the ARC member performing a manday tour (paid by Operations & Maintenance account).

Personnel Budget Review Committee (PBRC)— The PBRC oversees the Active Air Force Military Personnel (MILPERS) appropriation and the Air Force Civilian Personnel (CIVPERS) budget and advises the Air Force Board and the Air Force Council on all issues related to the personnel program, budgeting and execution. The PBRC reviews Air Force MILPERS and CIVPERS budgets and personnel management plans, evaluates risk mitigation, and assesses the impact of execution strategies on out-year programs and budgets. The PBRC is a forum to provide leadership with an update on the AF personnel budget and to provide recommendations to the Air Force Board and Air Force Council for final approval. Reference AFI 65-601V3, *The Air Force Budget Corporate Process*.

PERSTEMPO Code— Often referred to (incorrectly) as duty status. This code identifies the location, and distance of the duty to be performed by the Air Reserve Component (ARC) member. It is usually the last two digits of the MANDAY ID.

Program Objective Memorandum (POM)— An annual memorandum submitted to the Secretary of Defense from each Military Department and Defense agency. It proposes total program requirements for the next five years. It includes rationale for planned changes from the approved Future Years Defense Program baseline within the fiscal guidance issued by the Secretary of Defense. Reference AFI 65-601V3, *The Air Force Budget Corporate Process*.

Reserve Integration Office (RIO) (formerly Readiness Management Group (RMG))— the Air Force Reserve Command organization to manage the Individual Mobilization Augmentee (IMA) program.

Regular Air Force (RegAF)— The component of the Air Force that consists of persons whose continuous service on active duty in both peace and war is contemplated by law, and of retired members of the Regular Air Force.

Reimbursable Program— DoD usually requires reimbursement when DoD provides military personnel services to non-DoD federal and non-federal customers. This reimbursement is based on departmental Memorandums of Agreement (MOA). Reference AFI 65-601V1, *Budget Guidance and Procedures*.

Standard Command -FAM Construct— The standard operation of an Active Component Command, Staffs and Agencies. The Command staff (A1, A3, A4, etc.) validates the mission requirement as needing ARC augmentation, thereby enabling the Command, Staff and Agencies MPA Management Office to authorize/approve the MPA allocation to the appropriate ARC Wing.

Statutory Tour— A controlled tour of active duty service. Usually, a precise number of years at a specific location.

Steady State— planned force structure and resources to meet continuous or recurring operational mission commitments

Supplemental Funding— A Congressional appropriation to support surge requirements such as Overseas Contingency Operations based on mobilization authority linked to a declaration of a national emergency or some future declaration-based authority in response to a contingency.

Total Force Enterprise (TFE)— The strategic, corporate level process consisting of the three components (RegAF, ANG, AFR) and Civil Service who make up the US Air Force that provides an enterprise level force mix analysis and macro-level options for force balancing through Total Force Integration (TFI) initiatives which include Classic and Active Associate constructs for balancing of Active Duty, Air National Guard, Air Force Reserve and Air Force civilian personnel and equipment.

Tour—Title Code - A two-character alpha code used to identify the type of duty an ARC member is performing under the appropriate mission MEAN Code which identifies the mission tasking.

Travel Day— Travel time is an integral part and included with all MPA Manday tours. Specific travel information is contained in the JFTR, para U3025, Travel Time, and U3030, Scheduling Travel.

Unit Reconstitution— Unit-focused activity following a deployment or operation that is dedicated to 2010 accounting for unit assigned members, equipment and supplies, and for stabilizing/replenishing 2011 equipment and supply levels commensurate with pre-deployment/pre-operation levels. Unit 2012 Reconstitution is a command prerogative and may be approved by the unit commander after completion 2013 of redeployment or operations. Unit reconstitution may be approved for any time span up to 30 calendar 2014 days as required. Unit reconstitution begins after the unit's release by the C-MAJCOM/C-NAF and is 2015 generally accomplished upon the unit's arrival at their home base. All requests for reconstitution time 2016

must be coordinated through the respective ARC HQ, the C-MAJCOM/C-NAF, and AF/A5XW 2017 (AFCAT WMP).

Volunteer— a member activated under 10 USC 12301(d).

Weapon System— Normally Command assigned aircraft, missiles, etc., e.g., A-10, B-1, F-15, F-16, C-5, KC-10, KC-135, C-130, C-17, C-21, Air Operation Centers (AOC), Space-Based Infrared Systems (SBIRS), Global Positioning Satellites (GPS), etc.

Attachment 2

PRIORITIES FOR STEADY STATE MPA REQUIREMENTS

- A.** Support for non-supplemental funded Air Expeditionary Force(s) (AEF) rotations.
- A1** – Aviation AEF Rotations
 - A2** – TFI Unit filling AEF Rotations
 - A3** – Agile Combat Support (ACS)
 - A4** – Title 10 U.S.C. Section 12304b: Pre-planned CCDR requirements, involuntary activation
- B.** Support for continuing/enduring missions operational requirements. These missions performed at a wing/operational level.
- B1** – Total Force Integration/Enterprise Missions and AF directed training: non-AEF established TFI or other documented associations (AC & ARC integrated) missions
 - B2** – Unit Equipped Missions
 - B3** – ARC Capability not in the AC
 - B4** – Emergent requirements to support TFE AC/RC Mix Guidance (not identified in other B categories)
- C.** Support for operational requirements in new and emerging missions not funded with supplemental funding (e.g., cyberspace, remote piloted aircraft support). This category would be used at the unit/wing/operational level.
- C1** – Direct support of Nuclear Deterrence Mission
 - C2** – Direct support of Intelligence, Surveillance, and Reconnaissance
 - C3** – Direct support of Cyber and Space Operations
- D.** Support for Named Contingencies (non-OCO funded). Support for non-supplemental funded domestic contingencies mission which are not sourced via AEF (e.g., Operation NOBLE EAGLE (ONE); Coronet Oak, etc). This category would be used at the operational level.
- E.** Support to Unified Combatant Commands. Includes building partnerships/building partner capacity (BP/BPC) events, CCDR exercises, Theater Security Cooperation (TSC)/Theater Security Package (TSP) missions. Building partnerships includes missions such as the Light Attack and Armed Reconnaissance (LAAR) and Light Mobility Aircraft (LiMA) support and Contingency Response Group (CRG). This category is used in support of the CCDR and not sourced via AEF.
- E1** – CCMD Exercises
 - E2** – Theater Security Cooperation (TSC)/Theater Security Package (TSP) (not reimbursable)
 - E3** – Light Attack/Armed Reconnaissance and Light Mobility operations support
 - E4** – Other BP/BPC events.
- F.** Reimbursable. This is used for Mandays funded via Military Interdepartmental Purchase Requests (MIPRs) or other reimbursable funds based on departmental memorandum of agreements (MOA).
- G.** Short term Operational Support Not specifically identified in the other priorities
- G1** – Short-term augmentation of Regular AF Missions: Military Honors/Funerals
 - G2** – Short-term augmentation of Regular AF Missions: Medical/Legal Continuation
 - G3a** – Short-term augmentation of Regular AF Missions: Operational-level Critical Skill support (must be on Critical Skill Lists)
 - G3b** – Short-term augmentation of Regular AF Missions: MAJCOM/NAF-level Critical Skill support (must be on Critical Skill Lists)
 - G3c** – Short-term augmentation of Regular AF Missions: AF-level Critical Skill support (must be on Critical Skill Lists)
 - G3d** – Short-term augmentation of Regular AF Missions: Other CCMD-level support (must be on Critical Skill Lists)
 - G4** – Short term augmentation of Regular AF Missions: Exercise and Training support
 - G5** – Short term augmentation of Regular AF Missions: Education support
 - G6a** – Short term augmentation of Regular AF Missions: Other Operational-level support
 - G6b** – Short-term augmentation of Regular AF Missions: Other MAJCOM/NAF-level support
 - G6c** – Short term augmentation of Regular AF Missions: Other AF-level support
 - G6d** – Short-term augmentation of Regular AF Missions: Other CCMD-level support

Attachment 2 (ACC)

REQUEST FORM

Figure A2.1. ACC MPA Request Form.

ACC MPA Request Form: Required on all D2D and WAR Requests

- 1. How many Man-Days are being requested (Officer &/or Enlisted days)?
- **a. Purpose of tour:**
- Explain what the person(s) will be doing. **Be specific;** needs to read so that someone not familiar with your functional area can understand.
-
- **b. IMPACT Statement:**
- How is the **mission impacted** if the days are **not approved**? This means: “If the request is denied, **what negative effect happens?**”
-
- **c. Organization requesting manpower assist:** Active Duty - Unit/Org/Office Symbol/POC & DSN
e.g ACC/A4T , LTC Jones , DSN 123-4567 (Do not put ARC Units).
- **d. Wing CV Approval :** Active Duty - Wing/POC & DSN
e.g 1FW/CV , Col John Doe, DSN 123-4567 (Do not put ARC Units).
-
- **e. Why was the FAM unable to find Active-Duty assets to do this mission?**
- Provide specific justification to show why ACC can’t or won’t fill this position. Describe attempts to fill.
-
- **f. Is the member a civilian or contract employee working in the area in which the requirement now exists?:**
-
- **g. Sanctuary letter on file IAW 36-2131, 27 July 2011, Paragraph 2.1:**
- IAW AFI 36-2131: AFRC/A1RI, IAW para 2.1.1., and ANG/FSS/FSF and JFHQ, IAW para 2.1.2.
- If required , then provide Name, Unit, Phone number of person who has the signed letter, and the approval dates. Note: TAFMS is an accumulation of all Title 10 duty time, to include MPA, ADSW and AT. It is not a date.
-
- **h. WHO validated that travel and per diem funds were available against the mean code cited?**
- “Name and DSN of Resource Advisor (RA)”. If “NOT PROVIDED” the request will be returned (all requests must have an actual fund cite).
-
- **i. Readiness Standards (Dental, PHA and Fitness requirements) have been met for all members on this tour request.**
- The Unit or RMG must provide documentation to the allocating command or HAF upon request.
 - **Last PHA Date: YYYYMMDD**
 - (Provide next due date for Aviation AFSCs only); non-aviation physicals must not expire before the start of the requested tour and must show expiration date.
 -
 - **Last Dental Date: YYYYMMDD**
 - (Provide next due date for Aviation AFSCs only); non-aviation exams must not expire before the start of the requested tour and must show expiration date.
 -
 - **Last Personal Fitness Test: YYMMDD & Results** (PASS or FAIL) e.g. “28 Aug 08; 85 – Good”; All members must have a PFT date which does not expire prior to the month in which the requested tour begins.
-
- **j. Unit POC Rank, Name and DSN:**
- This should be the ARC member’s Unit orders clerk, Supervisor, or Superintendent **NOT** the MAJCOM MPA FAM. Unless the member is an IMA, then their AFRC/RMG Det Program Manager. NOTE: All IMA submittals are accomplished at the MAJCOM MPA FAM level.

Attachment 3**STATEMENT OF UNDERSTANDING WAIVER OF NOTIFICATION FOR TOUR
MODIFICATION****Figure A3.1. Waiver Notification**

I, _____, understand my right to be notified of any modification to my orders within 60 days if my orders are for 90 days or more, or 30 days for orders 30-89 days in length.

(Please Initial)

_____ I understand that for each type of MPA tour, a new waiver will be required and accomplished.

_____ I understand that my MPA tour will not begin until I acknowledgement of my rights.

_____ I elect to receive/not receive (circle one) advance notification of tour extension or curtailment.

Member's Signature (Date)

1st Ind, (Commander) (Date)

I support the action of (Requestor) to waive his/her notification of MPA tour modification to perform the above voluntary MPA tour.

Typed Signature Block and Signature

cc: Individual

This document requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain this information exists in Title 5 U.S.C. § 552(a) (2000), the release of your SSN is for identification purposes and voluntary. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

Attachment 3 (ACC)
POLICY MEMORANDUM

Figure A3.1. ACC Wing-Level MPA Man-Day Managers Policy Memorandum.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR COMBAT COMMAND
JOINT BASE LANGLEY-EUSTIS VA

OFFICE OF THE VICE COMMANDER
205 DODD BOULEVARD SUITE 203
JOINT BASE LANGLEY-EUSTIS VA 23665-2788

22 JUL 2014

MEMORANDUM FOR ALL ACC NAF COMMANDERS
ALL ACC WING COMMANDERS
ALL ACC DIRECTORS

SUBJECT: ACC Wing-Level Military Personnel Appropriation (MPA) Man-Day Managers

1. This memorandum provides guidance on increasing ACC Headquarters and subordinate wings oversight of MPA man-day management to improve visibility and accountability of MPA requirements and execution. It directs ACC Functional Area Managers (FAMs) to establish consolidated MPA man-day spend plans broken down by wing and appoints vice wing commanders as the wing-level MPA man-day managers.
2. MPA man-days are a vital resource that enables temporary Active Reserve Component (ARC) support when Active Component (AC) personnel are not available. MPA days are centrally funded from the Active Duty MILPERS account (3500). IAW AFI 65-601V3 and AFI 36-2619, these resources are centrally managed with allocation approval through the AF Corporate process and they are prohibited from being sub-allocated below the MAJCOM level.
3. As with any resource, MPA man-days are limited in nature and require strict accountability and should not be not be used as the first option. The following measures will increase awareness of MPA man-day requirements and usage at both the ACC and wing levels:
 - a) Effective FY15, ACC FAMs, in coordination with the ACC/A1 will create consolidated wing MPA man-day spend plans for each wing. These spend plans will provide wing commanders a consolidated view of all MPA days in their wings across all functions.
 - b) Wing vice commanders will be appointed as the wing-level MPA manager providing program oversight in accordance with all established requirements and regulatory guidelines. The vice commanders will be responsible for the communication between the AC & ARC WGs, ACC MPA FAMs and ACC/A1, identifying home station MPA requirements for POM data calls and mid-year review, monitoring the spend plans, and managing emergent requirements.
4. I appreciate your efforts in continuing to improve the MPA man-day program. The ACC Military Manpower Office can assist with additional questions. They can be reached at DSN 574-5643 or ACCMPPAManagers@us.af.mil.

LORI J. ROBINSON
Lieutenant General, USAF
Vice Commander

Agile Combat Power

Attachment 4

HARDSHIP REQUEST CHECKLIST**Figure A4.1. Hardship Request Checklist**

* <i>Hardship should be the result of mobilization and early deactivation/demobilization</i>
Grd/Name: _____ Unit: _____ PM: _____
Mob window: _____ Current deactivation/demobilization date: _____
ULN: _____ Reason for Hardship: Personal <input type="checkbox"/> Financial <input type="checkbox"/> Medical <input type="checkbox"/>
Is Member an ART? Yes <input type="checkbox"/> No <input type="checkbox"/> Date FGC contacted for other tour possibilities: _____
If not reason: _____
All packages must include the following supporting documentation:
<input type="checkbox"/> Statement of hardship from member (must be endorsed by Unit/Wing CC) – will need to include SSN, DAFSC, Duty Title, ETS (if applicable), how the member will be utilized if hardship status is granted, and a detailed explanation of how the early demobilization will cause a hardship.
<input type="checkbox"/> Timeline of hardship to include specific dates; notices of curtailment, travel back, earned leave, downtime, and new demobilization date <i>*New date CANNOT exceed current mob authority</i>
<input type="checkbox"/> Original and/or copy of CED and AF IMT 938 orders and amendments, as applicable
<input type="checkbox"/> Copy of Personnel Report Individual Person (RIP) (A#D001, BAD001 – Enlisted/Officer Personal Data)
Other documents that may be required based on hardship type:
<input type="checkbox"/> Statement from doctor: Must include date medical issue arose (based on hardship). Must identify a “get well date” or estimate the length of recovery. Must state physical limitations that will affect the member ability to activate/deactivate?
<input type="checkbox"/> Statement from employer: Must include dates of employment. Must state when member can return to work. If unable to return to work must provide reason is ineligible for employment.
<input type="checkbox"/> Statement from creditor: Must identify total outstanding debt and 12 months of payment history.
<input type="checkbox"/> Statement from school: Must show admission to program, actual start date and identify if enrollment can be deferred post mobilization without subsequent impacts.

<input type="checkbox"/> Copy of Emergency Leave paperwork
<input type="checkbox"/> Red Cross Number
<input type="checkbox"/> Other Documents as required
If the member is submitting a financial hardship the following documentation must be included:
<input type="checkbox"/> Notarized statement of expenses directly incurred as a result of mobilization
<input type="checkbox"/> Leave and Earning Statement
<input type="checkbox"/> Pay Stub from other income sources
<input type="checkbox"/> Copy of Mortgage or Residential Lease
<input type="checkbox"/> Other attachments as directed
*****FOR ARC USE ONLY*****
Date package received _____
Date package returned to unit for corrections: _____
When forwarding package make sure to include a statement on any tours that were offered yet declined by the member (must state if a tour was offered and why it wasn't taken)

Date package forwarded to AF/A1MP with recommendation _____
Date decision reached: _____ Date Unit notified: _____
Follow-up _____ Person Contacted _____
Follow-up _____ Person Contacted _____
Follow-up _____ Person Contacted _____

AEF MANDAY TOUR REQUIREMENT TEMPLATE

Table A5.1. AEF Manday Tour Requirement Template

[illegible]

Attachment 6

AIR FORCE FORM 49

Figure A6.1. AF Form 49

APPLICATION FOR MPA MANDAY TOUR				
PRIVACY ACT STATEMENT <small>AUTHORITY: 10 USC § 672(d) and § 8013; 44 USC § 3101 and EO 9397 PRINCIPAL PURPOSE: To request and authorize MPA manday tours. SSN is used to make positive identification of military personnel. ROUTINE USES: Enables the request and authorization of active duty orders. DISCLOSURE IS VOLUNTARY: However publication of orders may be delayed</small>				
I. MPA TOUR INFORMATION (To be completed by Active Component Hiring Authority)				
TOTAL TOUR LENGTH (days)	REPORT NLT – TIME	REPORT NLT – DATE	DEPART NLT – TIME	DEPART NLT - DATE
AFSC		DUTY DESCRIPTION		
TNG-CAT-IND		REPORT TO (Organization and Address to include ZIP code)		
MEAN CODE				
DATE	NAME, GRADE, TITLE, AND PHONE (Type or Print)		SIGNATURE	
II. FUNCTIONAL ACCOUNT MANAGER/VALIDATING AUTHORITY FUND VERIFICATION				
<input type="checkbox"/> Approved		<input type="checkbox"/> Disapproved		
DATE	NAME, GRADE AND PHONE (Type or Print)		SIGNATURE	
III. ARC MEMBER INFORMATION				
NAME (LAST, FIRST, MI)		GRADE	SSN	
CURRENT ADDRESS		HOME TELEPHONE	WORK TELEPHONE (DSN)	
UNIT OF ASSIGNMENT, ADDRESS AND EMAIL ADDRESS		SECURITY CLEARANCE	CELL PHONE	
TOTAL FEDERAL ACTIVE MILITARY SERVICE	DATE OF SEPARATION		PAS CODE	EMAIL
DO YOU HAVE ACCRUED LEAVE YOU INTEND TO TAKE ON THIS TOUR		NO	YES	# OF DAYS:
TRAVEL ARRANGEMENTS (Check One)				
<input type="checkbox"/> I will travel by personal conveyance. I understand I will be paid for the mileage according to official distance tables at current rates. I further understand that the official travel time is determined by commercial air and travel in excess of that is at personal risk. Note: Reimbursement for mileage may be limited to the Government's cost for airfare.				
<input type="checkbox"/> I will travel by commercial air and request a ticket be obtained in my behalf. I wish to depart from/return to		AIRPORT	DEPARTURE DATE/TIME	RETURN DATE/TIME
<input type="checkbox"/> I have a Government Travel Card will arrange my own transportation through the local Government Travel Office				
<input type="checkbox"/> I live within the corporate limits				
<input type="checkbox"/> I live within the commuting area				
<input type="checkbox"/> I am/am not (circle one) requesting a per diem waiver (for tours over 180 days)				
<input type="checkbox"/> I acknowledge this tour is based on mission requirements. If this tour is curtailed without cause, I may apply for hardship IAW AFI10-2619. For tours over 30 days I acknowledge I am expected to take my leave barring emerging mission requirements. (initial)				
DATE	NAME AND GRADE (Type or Print)		SIGNATURE	
IV. ARC UNIT COMMANDER				
TOTAL ADOS IN THE LAST 1,460 DAYS		LEAVE BALANCE		DATE SANCTUARY WAIVER SIGNED (as applicable)
I acknowledge this member meets all Air Force Readiness Requirements and has no qualify force indicators				
DATE	NAME, GRADE, TITLE AND PHONE (Type or Print)		SIGNATURE	

V. ACTIVE COMPONENT HIRING AUTHORITY		
Per Diem Waiver request approved/disapproved (circle one). If approved, provide justification (e.g. why is PCS not an option; why job requires a specific individual to remain at the same location for longer than 180 days rather than substituting another ARC member, mission impact, etc.):		
TRAVEL AND PER DIEM FUND CITE:		
ESTIMATED COST OF TRAVEL Mileage: Airfare: Car Rental: Lodging: Other (specify):		
1,095 Active Duty End Strength Letter approved/disapproved (circle one). NOTE: Hiring Authority is responsible for obtaining a 1,095 approval IAW AFI36-2619 before the activation orders are approved.		
REMARKS:		
DATE	NAME, GRADE, TITLE AND PHONE (Type or Print)	SIGNATURE